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CITY OF BOSTON

AND

COUNTY OF SUFFOLK

ANNUAL BUDGET RECOMMENDATIONS

FOR THE FISCAL YEAR 1956

AS SUBMITTED TO

THE BOSTON CITY COUNCIL

BY

JOHN B. HYNES
MAYOR

CITY OF BOSTON

AND

COUNTY OF SUFFOLK

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CITY OF BOSTON
OFFICE OF THE MAYOR
CITY HALL

JOHN B. HYNES
Mayor

January 25, 1956.

To the City Council.

GENTLEMEN:

I submit herewith the budget allowances for city and county departments for the year 1956. These allowances are approximately $4,600,000 greater than those of the previous year, and are over $6,000,000 less than the estimates submitted by the various departments.

Increases in compensation for patrolmen, firefighters, jail and correction officers, as well as sliding scale increases, an extra day's pay because of leap year, and a proposed reduction in the period for reaching compensation maxima, account for about one third of this increase. In this same category are salary increases for judges, court officers, probation officers, and other county personnel, new positions authorized in several of the courts, and a $2.50 monthly allowance for transportation to the recipients of Old Age Assistance.

Disbursements in the Welfare and Veterans' Services Departments will be greater this year in the amount of $750,000 because of rising costs of medicines, and dental and medical care. The cost of noncontributory pensions will require an additional $200,000 appropriation this year. Included in the budget is $75,000 for an equalization survey, and an additional $75,000 is allowed for the extra election function to be held this year.

The remainder of the increased allowances this year can be charged to plant rehabilitation and repair. The appropriations for such repairs are most necessary, especially in the Hospital, Parks and Recreation Departments, and various public buildings. Many of these repairs have been deferred from year to year, and can no longer be deferred without a serious and most expensive aftermath.

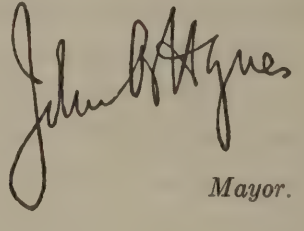
A perusal of the 1956 budget will disclose that the allowances made are the minimum amounts necessary for the proper conduct of the city and county affairs. From year to year, the city is faced with absorbing additional costs of govern-

ment over which it has no control, such as the increased monthly allowance for Old Age recipients and the increased costs of medical services to recipients of welfare and veteran aid. Every effort has been made to keep proposed expenditures at a minimum but despite our best efforts it is an impossibility to meet the obligations of the city and county governments except by greater appropriations. This points up the necessity, frequently stated, of the need of additional income so that the ever-increasing costs of government will not have to be borne almost in their entirety by owners of real estate. The financial fate of municipalities in our Commonwealth will hang in the balance unless a new source of income becomes available. Fixed obligations, statutory requirements, and expenditures over which the city officials have little control, make it impossible to reduce or hold steady the over-all expenses of the city. Economies which are instituted are quickly wiped out because of such requirements.

The budget allowances, as submitted at this time, do not include the statutory down payments which must be made to support loans for capital improvements. These appropriations will be submitted at a later date.

I invite a close study by the City Council of the budget items allowed and I recommend adoption of the accompanying appropriation and tax orders.

Respectfully,



Mayor.

CITY OF BOSTON
ADMINISTRATIVE SERVICES DEPARTMENT

ROOM 50, CITY HALL

BOARD
CHARLES J. FOX, DIRECTOR
CHAIRMAN
JOHN V. MORAN
PURCHASING AGENT
JOHN A. SULLIVAN
SUPERVISOR OF PERSONNEL
JAMES E. GILDEA
COLLECTOR-TREASURER
EX-OFFICIO
JOSEPH P. LALLY
CITY AUDITOR
EX-OFFICIO

February 2, 1956.

HON. JOHN B. HYNES,
Mayor of Boston.

SIR:

In accordance with the provisions of Section 3 of Chapter 3A of the revised city ordinances, I have prepared, under your direction, in segregated form, the annual budget for city, county, and revenue departments to be submitted to the City Council.

GENERAL STATEMENT

The budget allowances recommended for city, county, and income departments represent an increase of $4,526,281.33 over total appropriations authorized in 1955.

The following table indicates the differences between the appropriations recommended for 1956 and those approved by the City Council in 1955:

	1955 Appropriations	1956 Recommendations	Increase
City Budget	$96,640,580 75	$100,525,875 00	$3,885,294 25
County Budget	6,700,640 92	7,407,026 00	706,385 08
Total	$103,341,221 67	$107,932,901 00	$4,591,679 33
Income Departments	3,679,648 00	3,614,250 00	65,398 00*
Grand Total	$107,020,869 67	$111,547,151 00	$4,526,281 33

* Decrease

The appropriations recommended for income departments will be met from the revenues collected by these departments, and hence will not affect this year's tax rate. In other words, the 1956 tax rate will be affected solely by the increase in the city and county budgets, which increase is indicated in the foregoing table as $4,591,679.33.

In comparing 1956 recommendations with actual appropriations of 1955, it should be pointed out that statutory allowances required in connection with contemplated loans have not been included in this year's recommendations. Under existing law, it is necessary for the city to secure the approval of the Emergency Finance Board for all proposed borrowings. The board has under consideration five loans contemplated for 1956. In the event approval is given by the board to these issues, it will be necessary to submit to the City Council, in connection with the loan orders, appropriations to be raised within the tax levy totaling $725,000.00.

FORM OF BUDGET

As indicated in the table of contents, the material relating to the 1956 budget is presented in this document in three parts or sections. Part I presents the appropriations recommended for the various city, county, and income departments. The departments have been arranged by functions, and the appropriations are set forth under the eight main expenditure groups.

Part II presents in detail the allowances recommended for departments and organization units. This detail supports the appropriations recommended and set forth in Part I. It should be noted that the detail for individual departments is presented so as to indicate the various work programs to be performed, together with the allowance required for each program.

Part III presents three sets of tables, two of which indicate in comparative form the differences between 1955 appropriations and 1956 recommendations, as they relate first to organization units, and second to objects of expenditure.

The third set of tables indicates, in consolidated form, the various types of service, and their respective costs, to be rendered by departments within the budgetary allowances recommended.

CITY BUDGET

Allowances recommended for city departments reflect an increase of $3,885,294.25 over comparable appropriations of last year.

The following comments explain the major changes from 1955 in objects of expenditures among city departments:

Permanent Employees. The factors responsible for the increase of approximately $1,317,000.00 reflected in compensation allowances for permanent members of departmental staffs may be summarized as follows:

Hospital Department	$355,000 00	Opening of new services and establishment of compensation differentials between nurses' shifts.
Police Department	$320,700 00	Provision for $150.00 increase in the compensation of 2,863 members of the uniformed force.
Fire Department	$230,700 00	Provision for an increase of $150.00 in the compensation of 2,072 members of the uniformed force.
Sliding Scales	$211,300 00	Increases for 2,656 employees who have not as yet reached the maxima provided under the compensation plan for their respective positions.
Extra Day's Compensation . . .	$200,000 00	Since 1956 is a Leap Year, provision must be made for the extra day of service resulting from this fact.

Temporary Employees. Approximately one half of the $136,000.00 increase reflected in this allowance is due to the fact that the Presidential Primary, which will occur in April, represents an additional election function to be conducted this year, making necessary the employment of additional temporary employees to man the voting precincts for this function. The balance of the increase is spread over a number of departments.

Overtime. The increase of $73,000.00 reflected in this item may be attributed in the main to the increased scales of compensation of permanent employees. This is particularly true in the Police and Fire Departments.

Contractual Services. The major portion of the $650,000.00 increase under this group has resulted from increased allowances made for plant rehabilitation and building repairs in the Hospital and Parks and Recreation Departments, as well as the Buildings Division of the Real Property Department. It is obvious that efficient service requires proper upkeep and maintenance of the plant where such services are rendered and performed. It should be pointed out that roughly 80% of the increase reflected under this group has been allotted to the Hospital Department.

Supplies and Materials. Approximately two thirds of the $320,000.00 increase, reflected under this group, has been allotted to the Hospital Department to provide for the purchase of medical and surgical supplies required in the new services, recently established, and to meet increased food requirements at the three hospitals operated by this department. An extra allowance of $25,000.00 has been allowed the Library Department, primarily to permit advance purchases of books for the new South Boston Branch, which will be opened shortly after the beginning of next year.

Current Charges and Obligations. Increased disbursements by the Welfare and Veterans' Services Departments are responsible for the upward movement of $1,240,000.00 reflected in this group. The action of the 1955 Legislature in authorizing an additional $2.50 monthly allowance for transportation to the recipients of old age assistance will cost the City approximately $450,000.00. In addition, the cost to the Welfare Department for medicines and dental and medical care of recipients of assistance continues to increase in substantial amount. In the Veterans' Services Department an increased case load is responsible, in the main, for the estimated addition in disbursements.

Equipment. While this group reflects a slight decrease from 1955, it should be pointed out that the appropriation listed for last year included a down payment of $157,000.00 for the equipment loan which was issued in 1955. It is contemplated that a similar loan will be authorized for 1956, but, as previously pointed out, until approval of the Emergency Finance Board is secured, the down payment required in connection with the loan will not reflect in the current year's allowance.

Structures and Improvements. The 1955 appropriation included a down payment of $312,000.00 to support the major repair loan authorized by the Legislature. When this amount is eliminated from last year's appropriation

it is apparent that the 1956 allowance is comparable with that of 1955. Approximately 50% of this year's appropriation has been allotted to the Hospital Department for necessary structural improvements. The Parks and Recreation Department has been allotted $250,000.00 for roadway construction in the Fens. An allotment of $65,000.00 has been made to the Health Department for essential structural improvements in Health Units, and $150,000.00 has been allotted to the Public Works Department for the construction and reconstruction of sidewalks.

Land and Improvements. The increase of $33,000.00, reflected in this group, has resulted from increased allotments to the Parks and Recreation Department for necessary improvements to playgrounds, and the development of new grave sections in the three cemeteries under the control of the department.

Special Appropriations. The principal allotment provided under this group is $337,500.00 to permit proposed amendments to the compensation plan. Under these amendments the longevity increases, now provided in the pay schedule, will be eliminated, and in their place will be substituted sliding scale increases at the end of the seventh and eleventh years of service. Under existing law, the amendments proposed must be publicly advertised, and must be considered by the City Council at public hearings. It is planned to initiate action in this respect after the adoption of the budget, and it is estimated that the pay schedule, ultimately resulting, will be effective on the first Wednesday in July. It is estimated that 4,652 employees will benefit by this action.

Another new allowance in this group is $75,000.00 for a proposed Equalization Survey. This will be conducted under the direction of the Assessing Department, and will embrace income-producing properties, largely in the three downtown wards of the City. The purpose of this Survey is to establish proper methods for the determination of equitable assessments on the properties to be surveyed.

It has been found necessary to increase the allowances for noncontributory pensions and annuities by $200,000.00 over last year, because of a continued upward trend in the number of applicants for such payments.

Other increases within this group are as follows:

Executions of Court	$75,000.00
Snow Removal	50,000.00
Reserve Fund	50,000.00
Workmen's Compensation	40,000.00

COUNTY BUDGET

Allowances recommended for county departments reflect an increase of $706,385.08 over similar appropriations in 1955. The following comments explain the major changes responsible for this increase.

Permanent Employees. A substantial portion of the $460,000.00 increase, reflected under this item, may be attributed to five measures enacted last year by the legislature. These acts provided for increases for judges in the Supreme Judicial, Superior, Boston Municipal and District Courts, as well as for probation officers in the Roxbury Court, and medical examiners and their associates in Suffolk County.

The measures relating to the judiciary were limited, in so far as the specific provisions set forth in the several measures, to the increases in compensation for the justices. Because of the fact that clerks of court and court officers' salaries are fixed by statute at varying percentages of the compensation of the justices of their courts, it was mandatory, in providing increased compensation for the justices, to also increase salaries of these various court attachés. The granting of these automatic increases caused a disruption in the salary scales of the courts involved, with the result that the justices in two of the courts voted further increases to other members of the court staffs.

The following table indicates the factors entering into this year's increased allowance.

Mandatory Legislative Increases	$317,000.00	These increases resulted from the enactment of Chapters 733, 741 and 748 of the Acts of 1955.
New Positions	$52,750.00	Legislative action authorizing the appointment of ten additional Assistant District Attorneys for Suffolk County has made necessary a provision for additional secretaries and legal aids in the office of the District Attorney. In the Roxbury Court, legislation permitted the appointment of an additional court officer, and the establishment of the position of Assistant Chief Probation Officer. In the Superior Criminal Court an additional Assistant Clerk and a Clerical Assistant have been allowed.

Sliding Scales	$34,768 09	Increases for 328 employees who have not as yet reached the maxima provided under the compensation plan for their respective positions.
Increases Granted by Justices . . .	$31,654 50	These increases, affecting 41 court attaches, were voted by the justices of the courts involved, to remedy disruptions caused by the increase resulting from legislative action.
Increases for Jail and Correction Officers .	$23,000 00	This will permit a one-grade increase for 181 officers attached to the Jail and the House of Correction.

Contractual Services. The increase of $33,000.00, reflected in this group, may be attributed directly to the increased compensation for jurors, provided at the last session of the Legislature.

Supplies and Materials. Because of a sharp upward trend in the population at the House of Correction, Deer Island, it has been necessary to make increased allowances for foodstuffs and various supplies and materials used at this institution.

Structures and Improvements. Approximately one half of the $127,000.00 increase, reflected in this group, is represented by an allowance of $60,000.00 to waterproof and point the old courthouse building in Pemberton Square. Because of the age of this building, serious leaks have developed in the masonry structure, with the result that at the time of heavy rainstorms considerable seepage occurs with damage resulting to ceilings and walls.

Approximately $25,000.00 has been allotted to the Jail for necessary roof repairs and rehabilitation of the boiler plant. An allowance of $18,000.00 has been made to provide two new boilers at the Dorchester Courthouse, extensive pointing and waterproofing at the Brighton Courthouse, and necessary alterations and repairs at the Charlestown Courthouse.

Special Appropriations. An allowance of $17,500.00 has been provided to permit amendments to the County Compensation Plan. These amendments will be similar to those previously described under the City Budget. It is estimated that 218 employees will benefit by this action.

It has been found necessary to increase the allowance of the Middlesex County Training School by $15,000.00 because of an increase in the rates charged at this institution for the care of boys committed thereto.

A slight increase has also been found necessary for noncontributory pensions and annuities.

INCOME DEPARTMENTS

The allowances made under this section reflect a decrease of roughly $65,000.00 over the previous years. This is due to the fact that the 1955 appropriations included an allowance of $180,000.00 for the settlement of damage claims resulting from major breaks in the water distribution system. The absence of an appropriation of this character in 1956 has made possible a decrease in the over-all allowance.

CONCLUSION

The major factors responsible for the increase in budget recommendations for the current year, as against appropriations in 1955, have been set forth in the previous paragraphs. While it is not pleasant to contemplate the effect on this year's tax rate of these increases, I believe that a review of the explanations set forth will support the conclusion that the upward movement reflected in the 1956 budget has resulted from uncontrollable causes and conditions which are not readily subject to administrative discretion through the budgetary process.

Respectfully,

CHARLES J. FOX,
Director of Administrative Services.

PART I

APPROPRIATIONS AND TAX ORDERS FOR THE FINANCIAL YEAR 1956

APPROPRIATIONS AND TAX ORDERS FOR THE FINANCIAL YEAR 1956

Ordered, That to meet the current expenses payable during the financial year beginning with the first day of January, 1956, for performing the duties and exercising the powers devolved by statute or ordinance, or by vote of the City Council during the year, upon the City of Boston, or County of Suffolk, or the departments or officers thereof, the respective sums of money specified in the tables and schedules hereinafter set out be, and the same are, hereby appropriated for the several departments and for the objects and purposes hereinafter stated.

Ordered, That the appropriation for Water Service, current expenses, and the payment to the state, under the provisions of chapter 488 of the Acts of 1895, and acts in addition or amendment thereto, and for the interest and debt requirements or for loans issued for water purposes, be met by the income of said works and any excess over income from taxes; that the appropriation for the Sumner Traffic Tunnel be met by the income from tolls and any excess over income from taxes, in accordance with the provisions of section 11, chapter 297, of the Acts of 1929, as amended by chapter 74 of the Acts of 1935; that appropriations for the maintenance and operation of parking meters and the regulation of parking and other traffic activities incident thereto, be met by the income from parking meter fees; that the other appropriations hereinafter specified be met out of the money remaining in the treasury at the close of business on December 31, 1955, exclusive of the money raised by loan or needed to carry out the requirements of any statute, gift, trust or special appropriation; by the income of the financial year beginning January 1, 1956; by taxes on the polls and estates in the City of Boston; and by the proceeds of any duly authorized loans.

Ordered, That all sums of money which form no part of the income of the city, but shall be paid for services rendered or work done by any department or division for any other department or division, or for any person or corporation other than the City of Boston, be paid into the general treasury, and that all contributions made to any appropriation be expended for the objects and purposes directed by the several contributors thereof.

Ordered, That all taxes raised to meet the appropriations of the city, and all taxes assessed for meeting the city's proportion of the state tax for the year 1956, or for any other taxes or assessments payable to the Commonwealth, shall be due and payable on July 1, 1956. Interest shall be charged at the rate of 4 per cent per annum and computed from October 1, 1956, on all real estate and personal property taxes remaining unpaid after November 1, 1956, and assessed and payable in the year 1956, before said November 1, 1956, until such taxes are paid. All interest which shall have become due on taxes shall be added to and be part of such taxes.

Ordered, That except as the appropriation for any purpose or item shall be increased by additional appropriations or transfers lawfully made, no money shall be expended by any department for any of the purposes or items designated in the tables and schedules hereinafter set out in excess of the amount set down as appropriated for such specific purpose or item.

APPROPRIATION	Total	1 Personal Services	2 Contractual Services
GENERAL GOVERNMENT			
Legislative and Executive			
1–01–11 Mayor, Office Expenses	$150,556 00	$111,796 00	$8,200 00
1–01–94 Conventions and Entertainment of Distinguished Guests	75,000 00	—	—
1–01–95 Public Celebrations	120,000 00	—	—
1–13–77 U. S. Bond Allotment Plan	29,000 00	—	—
1–13–78 Civic Improvement Committee	11,808 00	—	—
1–01–12 City Council	137,238 00	127,068 00	4,580 00
1–01–13 City Council Proceedings	16,000 00	—	16,000 00
Elections			
1–01–21 Election Department	551,520 00	404,260 00	119,900 00
Finance			
1–01–31 Auditing Department	322,258 00	295,000 00	6,600 00
1–01–35 Equalization Survey	75,000 00	—	—
1–01–36 Assessing Department	703,475 00	598,500 00	72,600 00
1–01–37 Collecting Division, Treasury Department	251,836 00	197,300 00	9,890 00
1–01–38 Treasury Division, Treasury Department	227,739 00	180,000 00	24,875 00
1–01–39 Board of Sinking Fund Commissioners, Treasury Department	2,750 00	2,200 00	—
Administrative Services			
1–01–40 Administrative Services Department	1,032,037 00	784,370 00	106,015 00
Law			
1–01–51 Law Department	415,139 00	336,000 00	70,824 00
Recording and Reporting			
1–01–61 City Clerk Department	86,261 00	75,741 00	5,285 00
1–01–62 City Documents	35,000 00	—	35,000 00
Planning			
1–01–70 City Planning	97,590 00	91,060 00	4,910 00
General Government Buildings			
1–01–80 Real Property Department	1,236,822 00	741,842 00	301,155 00
Miscellaneous General Government			
1–01–91 Boston Retirement Board	122,635 00	95,595 00	23,400 00
1–01–93 Finance Commission	60,000 00	44,670 00	2,725 00
1–01–96 Compensation Plan Amendments	337,500 00	—	—
PUBLIC SAFETY			
Police			
1–02–11 Police Department	14,496,850 00	13,650,000 00	427,600 00
Fire			
1–02–21 Fire Department	10,596,358 00	9,884,000 00	229,630 00

DGET

3 UPPLIES AND MATERIALS	4 CURRENT CHARGES AND OBLIGATIONS	5 EQUIPMENT	7 STRUCTURES AND IMPROVEMENTS	8 LAND AND NON-STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
$8,160 00	$22,000 00	$400 00	—	—	—
—	—	—	—	—	$75,000 00
—	—	—	—	—	120,000 00
—	—	—	—	—	29,000 00
—	—	—	—	—	11,808 00
5,100 00	190 00	300 00	—	—	—
—	—	—	—	—	—
21,650 00	5,400 00	310 00	—	—	—
10,700 00	9,758 00	200 00	—	—	—
—	—	—	—	—	75,000 00
27,800 00	4,290 00	285 00	—	—	—
38,031 00	5,832 00	783 00	—	—	—
13,025 00	9,519 00	320 00	—	—	—
400 00	150 00	—	—	—	—
120,520 00	5,107 00	1,025 00	—	—	15,000 00
5,550 00	1,965 00	800 00	—	—	—
4,843 00	167 00	225 00	—	—	—
—	—	—	—	—	—
840 00	590 00	190 00	—	—	—
53,815 00	73,540 00	1,470 00	$65,000 00	—	—
3,400 00	150 00	90 00	—	—	—
525 00	11,780 00	300 00	—	—	—
—	—	—	—	—	337,500 00
394,200 00	10,250 00	14,800 00	—	—	—
371,115 00	6,361 00	105,252 00	—	—	—

APPROPRIATION	Total	1 Personal Services	2 Contractual Services
PUBLIC SAFETY—Continued			
Protective Inspection and Regulation			
1–02–30 Building Department	$698,490 00	$618,556 00	$67,996 00
Military and Civilian Defense			
1–02–41 Civil Defense Activities	77,382 00	56,882 00	16,550 00
Other			
1–02–51 Boston Traffic Commission	685,230 00	533,000 00	69,550 00
1–02–52 Licensing Board	111,910 00	90,704 00	4,950 00
PUBLIC WORKS			
1–03–00 Public Works Department	10,241,931 00	5,151,600 00	4,296,550 00
HEALTH			
1–05–00 Health Department	1,908,991 00	1,556,611 00	208,010 00
HOSPITALS			
1–06–00 Hospital Department	17,669,223 00	12,296,000 00	1,228,775 00
PUBLIC WELFARE			
General Welfare			
1–07–10 Welfare Department	22,871,076 00	1,584,344 00	116,995 00
Aid to Needy Veterans			
1–07–40 Veterans' Services Department	2,012,386 00	319,403 00	10,425 00
LIBRARIES			
1–10–11 Library Department	3,334,610 00	2,584,000 00	229,100 00
PARKS AND RECREATION			
1–11–00 Parks and Recreation Department	3,844,930 00	2,674,000 00	363,175 00
MISCELLANEOUS			
1–13–31 Executions of Court, Damage Claims and Reimbursements	350,000 00	—	—
1–13–41 Workmen's Compensation Service	34,122 00	33,382 00	195 00
1–13–42 Workmen's Compensation	220,000 00	—	—
1–13–61 City Record, Publication of	58,774 00	8,574 00	50,000 00
1–13–74 Pensions and Annuities — City	4,580,000 00	—	—
1–23–31 Snow Removal	400,000 00	—	—
1–25–11 Federal Public Health Program	9,448 00	—	—
1–33–73 Reserve Fund	200,000 00	—	—
1–71–58 Boston Housing Authority	27,000 00	—	—
Grand Total	$100,525,875 00	$55,126,458 00	$8,131,460 00

JDGET

3 Supplies and Materials	4 Current Charges and Obligations	5 Equipment	7 Structures and Improvements	8 Land and Non-structural Improvements to Land	Special Appropriations
$9,725 00	$113 00	$100 00	—	—	$2,000 00
3,950 00	—	—	—	—	—
77,000 00	680 00	5,000 00	—	—	—
5,365 00	10,641 00	250 00	—	—	—
379,165 00	10,950 00	3,666 00	$400,000 00	—	—
70,375 00	3,365 00	5,630 00	65,000 00	—	—
3,376,392 00	14,399 00	97,107 00	656,550 00	—	—
114,665 00	21,052,431 00	2,641 00	—	—	—
6,925 00	1,675,399 00	234 00	—	—	—
383,970 00	72,840 00	64,700 00	—	—	—
314,510 00	10,535 00	22,710 00	255,000 00	$205,000 00	—
—	—	—	—	—	350,000 00
500 00	45 00	—	—	—	—
—	—	—	—	—	220,000 00
200 00	—	—	—	—	—
—	—	—	—	—	4,580,000 00
—	—	—	—	—	400,000 00
—	—	—	—	—	9,448 00
—	—	—	—	—	200,000 00
—	—	—	—	—	27,000 00
$5,822,416 00	$23,018,447 00	$328,788 00	$1,441,550 00	$205,000 00	$6,451,756 00

Appropriation	Total	1 Personal Services
GENERAL GOVERNMENT		
Recording and Reporting		
4–01–65 Registry of Deeds	$424,335 00	$398,285 00
General Government Buildings		
4–01–82 County Courthouse (Custodian)	669,288 00	490,000 00
1–01–84 Buildings Division; Real Property Department	207,200 00	150,000 00
Miscellaneous General Government		
4–01–97 Compensation Plan Amendments	17,500 00	—
CORRECTION		
Correctional Institutions		
4–08–11 Jail	467,798 00	350,000 00
4–08–12 Central Office, Penal Institutions Department	79,647 00	78,284 00
4–08–13 House of Correction, Penal Institutions Department	994,444 00	533,319 00
4–08–14 Middlesex County Training School	115,000 00	—
JUDICIAL		
Central Courts		
4–12–11 Supreme Judicial Court	114,850 00	88,000 00
4–12–12 Superior Court, General Expenses	107,554 00	101,589 00
4–12–13 Clerk's Office, Superior Court, Civil Session	740,993 00	462,335 00
4–12–14 Criminal Session, Superior Court	640,108 00	360,245 00
4–12–15 Municipal Court, City of Boston	966,266 00	900,000 00
4–12–16 Boston Juvenile Court	110,288 00	102,417 00
4–12–17 Probate Court	66,582 00	28,907 00
4–12–18 Court Officers' Division, Superior Court	400,123 00	384,580 00
4–12–19 Probation Department, Superior Court, Criminal Session	158,468 00	151,016 00
District Courts		
4–12–21 Municipal Court, Charlestown District	68,979 00	63,226 00
4–12–22 East Boston District Court	67,617 00	61,204 00
4–12–23 Municipal Court, South Boston District	69,870 00	64,257 00
4–12–24 Municipal Court, Dorchester District	110,546 00	103,775 00
4–12–25 Municipal Court, Roxbury District	281,311 00	258,373 00
4–12–26 Municipal Court, West Roxbury District	85,648 00	79,916 00
4–12–27 Municipal Court, Brighton District	56,263 00	50,727 00
4–12–28 District Court of Chelsea	76,969 00	71,214 00
Medical Examinations		
4–12–31 Medical Examiner Service, Northern Division	46,210 00	40,700 00
4–12–32 Medical Examiner Service, Southern Division	29,493 00	24,461 00
4–12–33 Associate Medical Examiner Service, Northern Division	4,938 00	3,920 00
4–12–34 Associate Medical Examiner Service, Southern Division	4,738 00	3,920 00
Other		
4–12–41 Social Law Library	2,000 00	—
4–12–42 Mental Illness	50,000 00	—
MISCELLANEOUS		
4–13–75 Pensions and Annuities	172,000 00	—
Grand Total	$7,407,026 00	$5,404,670 00

DGET

2 Contractual Services	3 Supplies and Materials	4 Current Charges and Obligations	5 Equipment	7 Structures and Improvements	Special Appropriations
$6,800 00	$18,300 00	$650 00	$300 00		
71,730 00	45,580 00	936 00	1,042 00	$60,000 00	
30,500 00	7,500 00	600 00	600 00	18,000 00	
—	—	—	—	—	$17,500 00
19,448 00	72,275 00	1,060 00	215 00	24,800 00	
467 00	860 00	36 00			
33,400 00	364,400 00	7,000 00	2,000 00	54,325 00	
—	—	—	—	—	115,000 00
25,200 00	1,350 00	100 00	200 00		
1,330 00	1,335 00	—	3,300 00		
263,900 00	14,000 00	158 00	600 00		
269,900 00	8,035 00	128 00	1,800 00		
28,300 00	35,855 00	911 00	1,200 00		
5,793 00	1,500 00	328 00	250 00		
18,975 00	18,000 00	—	700 00		
1,900 00	13,350 00	293 00			
4,369 00	2,805 00	183 00	95 00		
3,146 00	2,300 00	107 00	200 00		
2,951 00	3,220 00	92 00	150 00		
3,433 00	1,810 00	187 00	183 00		
3,835 00	2,560 00	176 00	200 00		
11,100 00	11,120 00	418 00	300 00		
3,122 00	2,300 00	110 00	200 00		
1,625 00	3,425 00	86 00	400 00		
2,105 00	3,365 00	110 00	175 00		
3,600 00	1,650 00	—	260 00		
3,900 00	928 00	179 00	25 00		
930 00	80 00	8 00			
730 00	80 00	8 00			
—	2,000 00				
49,875 00	125 00				
—	—	—	—	—	172,000 00
$872,364 00	$640,108 00	$13,864 00	$14,395 00	$157,125 00	$304,500 00

INCOM

	Appropriation	Total	I Personal Services
1–01–37	Collecting Division, Treasury Department (Water Service) .	$132,195 00	$119,300 0
1–03–52	Automotive Division, Public Works Department (Water Service)	91,200 00	44,000 0
3–71–11	Sumner Traffic Tunnel, Public Works Department . . .	683,830 00	448,200 0
3–71–12	Water Service, Public Works Department	2,457,025 00	1,458,800 0
3–71–16	Pensions and Annuities	250,000 00	—
	Grand Total	$3,614,250 00	$2,070,300 0

EPARTMENTS BUDGET

2 Contractual Services	3 Supplies and Materials	4 Current Charges and Obligations	5 Equipment	7 Structures and Improvements	Special Appropriation
$2,100 00	$9,070 00	$1,725 00	—	—	—
6,000 00	26,000 00	2,200 00	$13,000 00	—	—
183,400 00	40,430 00	1,100 00	10,700 00	—	—
430,800 00	234,925 00	20,000 00	112,500 00	$200,000 00	—
—	—	—	—	—	$250,000 00
$622,300 00	$310,425 00	$25,025 00	$136,200 00	$200,000 00	$250,000 00

PART II
DETAIL BY ORGANIZATION UNITS, OBJECTS, AND PROGRAMS

CITY BUDGET

SUPPORTING DETAIL

MAYOR, OFFICE EXPENSES

1–01–11

The Mayor is the chief executive officer of the city. He appoints all heads of city departments and other city officials with the exception of those appointed by the Governor, namely, the Police Commissioner, Licensing Board, and Finance Commission. The annual budget, as well as subsequent appropriations and transfers, are prepared under his direction for submission to the City Council. He may submit to the Council in the form of an ordinance or loan order such recommendations as he may deem to be for the welfare of the city. He may disapprove any action of the Council, and, if said action involves the expenditure of money, the Mayor's action is final.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
1—Personal Services	$101,524 75	$97,240 00	$94,180 00	$111,796 00	$111,796 00
2—Contractual Services	8,070 24	8,859 35	6,500 00	8,813 00	8,200 00
3—Supplies and Materials	8,625 67	8,160 00	8,260 00	8,260 00	8,160 00
4—Current Charges and Obligations	33,182 67	21,747 50	19,000 00	22,000 00	22,000 00
5—Equipment	287 45	5,975 65	400 00	400 00	400 00
Totals	$151,690 78	$141,982 50	$128,340 00	$151,269 00	$150,556 00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956	$77,000 00

C — PROGRAMS

1. EXECUTIVE

Formulates policies, coordinates municipal activities, recommends legislative action, and maintains liaison with heads of departments and boards.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	$20,000 00	$3,100 00	$2,000 00	$21,940 00	$47,040 00

Personal Services: Mayor.
Contractual Services: Repairs and servicing of automotive equipment, $1,800.00; servicing of office equipment, $100.00, travel expenses, $1,200.00.
Supplies and Materials: Gas, oil, and accessories, $2,000.00.
Current Charges and Obligations: Flowers, trophies, photographs, and other expenses incidental to the welcome and reception of visitors to the city, $16,600.00; association dues, newspaper and magazine subscriptions, $4,800.00; auto storage and registration, $540.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

General clerical and stenographic services, including handling of correspondence, arranging appointments for interviews and conferences, and the operation of a telephone switchboard.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
14	$73,316 00	$4,650 00	$5,060 00	$400 00	$83,426 00

Personal Services: Industrial Counselor, Chief Clerk, Labor Advisor, Chauffeur, 5 Secretaries, Telephone Operator, and 4 Clerical Employees. Overtime, $9,500.00.
Contractual Services: Servicing of office equipment, $150.00; travel expenses for Mayor's office staff; $800.00; mimeographing and other duplicating services, $1,100.00; messenger and telegraph service, $1,600.00; printing and binding, $1,000.00.
Supplies and Materials: Household supplies, $60.00; postage, $500.00; forms, cards, and stationery, $4,500.00.
Equipment: Library books, $400.00.

3. REGULATION AND ISSUANCE OF AMUSEMENT LICENSES

Issues licenses for all places of public amusement and sport fields, and, in conjunction with Massachusetts Divisi of Public Safety, regulates conduct of Sunday entertainments.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	$18,480 00	$450 00	$1,100 00	$60 00	$20,090 00

Personal Services: Chief, Assistant Chief, Secretary, and Clerk.
Contractual Services: Servicing of office equipment, $50.00; mimeographing and other duplicating services, $200.00; printing and bindi $200.00.
Supplies and Materials: Postage, forms, cards, and stationery, $1,100.00.
Current Charges and Obligations: Premium on surety bonds, $60.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Executive	1	$20,000 00	$3,100 00	$2,000 00	$21,940 00	—	$47,040
2. Administrative and General Services	14	73,316 00	4,650 00	5,060 00	—	$400 00	83,426
3. Regulation and Issuance of Amusement Licenses	4	18,480 00	450 00	1,100 00	60 00	—	20,090
TOTALS	19	$111,796 00	$8,200 00	$8,160 00	$22,000 00	$400 00	$150,556

MAYOR, SPECIAL ACTIVITIES

CONVENTIONS AND ENTERTAINMENT OF DISTINGUISHED GUESTS

1–01–94

As provided by the General Laws, a sum not in excess of $75,000.00 may be appropriated for providing proper facilities public entertainment in connection with the holding of conventions, for paying expenses incidental to such entertain-nt, and for the entertainment of distinguished guests.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
cial Appropriation:					
Conventions and Entertainment of Distinguished Guests	$74,479 54	$73,487 24	$75,000 00	$84,020 00	$75,000 00

ESTIMATED EXPENSES

Salaries: Assistant Secretary and Clerk	$9,520 00
Definite allocations for conventions and meetings already scheduled	26,230 00
Anticipated allocation for other conventions	15,000 00
Distinguished guests	9,000 00
Calendar of events	7,500 00
Luncheons and breakfasts to heads of veterans' organizations	4,750 00
Welcome signs and decorations	3,000 00
TOTAL	$75,000 00

PUBLIC CELEBRATIONS

1–01–95

As provided by the General Laws, the City Council may, by a two-thirds vote, appropriate money for the celebration olidays and for other like public purposes. The programs and details for all public city functions are arranged by the lic Celebrations Division of the Mayor's Office.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
ial Appropriation:					
Public Celebrations	$98,091 00	$118,897 08	$120,000 00	$121,021 00	$120,000 00

ESTIMATED EXPENSES

Salaries: Director, Assistant Director, and 4 Clerical Employees	$21,870 00	
Major Celebrations:		
March 17, Evacuation Day	8,500 00	
May 30, Decoration of Graves	18,000 00	
June 17, Bunker Hill Day	10,000 00	
July 4, Independence Day	15,000 00	
October 12, Columbus Day	4,500 00	
Christmas Festival	10,000 00	
Art Festival	15,000 00	
Band Concerts (Summer)	5,000 00	
Dedications–Veterans' Squares, Memorial Exercises, etc.	3,500 00	
Total Major Celebrations		$111,370 00
Special Observances		8,630 00
TOTAL		$120,000 00

U. S. BOND ALLOTMENT PLAN

1–13–77

Deductions are made from the salary of employees for the purchase of United States Savings Bonds. The expens of recording the deductions made and arranging for the delivery of the bonds are covered by this appropriation.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommend by Mayor
Special Appropriation:					
United States Bond Allotment Plan	$54,081 11	$43,773 28	$37,500 00	$30,169 27	$29,000

ESTIMATED EXPENSES

Salaries: Supervisor and 10 Clerical Employees	$28,312 50
Cleaning	50 00
Forms, cards and stationery	500 00
Premiums on surety bonds	137 50
TOTAL	$29,000 00

CIVIC IMPROVEMENT COMMITTEE

1–13–78

The Committee for Civic Improvement seeks to coordinate the work of all Boston and Greater Boston public a private agencies that are striving to reduce the causes of race friction; espouses methods of discouraging vandalism on t part of juvenile offenders; and fosters an educational program that will lead to more harmonious relations among the peo regardless of race, religion, color, or national origin.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommend by Mayor
Special Appropriation:					
Civic Improvement Committee	$6,109 46	$5,264 97	$10,750 00	$12,568 00	$11,808

ESTIMATED EXPENSES

Salaries: Director and Clerk-Stenographer	$10,983 00
Communications, printing, and binding	575 00
Office and other supplies	200 00
Library books	50 00
TOTAL	$11,808 00

CITY COUNCIL

1–01–12

The City Council is the legislative body of the city. The Councillors are elected at large and serve for a two-year rm. They elect annually a president who presides at meetings, appoints all committees, and serves as Acting Mayor ıen the Mayor is absent from the city or unable from any cause to perform his duties.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
–Personal Services	$113,203 40	$120,977 12	$123,810 00	$127,068 00	$127,068 00
–Contractual Services	3,333 15	6,355 24	5,230 00	4,580 00	4,580 00
–Supplies and Materials	5,480 80	4,471 65	5,600 00	5,225 00	5,100 00
–Current Charges and Obligations	295 00	206 90	200 00	200 00	190 00
–Equipment	3,128 88	805 75	450 00	650 00	300 00
TOTALS	$125,441 23	$132,816 66	$135,290 00	$137,723 00	$137,238 00

B — DEPARTMENTAL REVENUES

ıtimated departmental revenues for 1956 None

C — PROGRAMS

1. CONSIDERATION AND ADOPTION OF LEGISLATIVE MEASURES

Personal Services No.	Personal Services Amount	Contractual Services	Total
9	$45,000 00	$3,300 00	$48,300 00

rsonal Services: 9 Councillors.
ntractual Services: Advertising public hearings, $1,100.00; stenographic services at public hearings, $2,200.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

Supervises Council attachés, controls expenditures, distributes city documents, records committee actions, and ovides secretarial assistance to Council members.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	$82,068 00	$1,280 00	$5,100 00	$190 00	$300 00	$88,938 00

rsonal Services: City Messenger, and Assistant, Clerk of Committees, and Assistant, Document Clerk, Librarian Archivist, 2 Secretaries, and Clerk; *7 Police Officers receive $200.00 per annum extra for special duty; *8 Temporary Clerical Employees to assist the Councillors in the performance of their duties, $30,628.00.
ntractual Services: Messenger and telegraph service, $350.00; servicing of office equipment, $250.00; transportation for inspection tours, $100.00; towel service, $180.00; binding city documents, $100.00; portrait of President, $300.00.
pplies and Materials: Household supplies, $50.00; postage, $1,900.00; forms, cards, and stationery, $3,100.00; kraft paper and twine, $50.00.
rrent Charges and Obligations: News clipping service, $190.00.
uipment: Library books, $300.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Consideration and Adoption of Legislative Measures	9	$45,000 00	$3,300 00	—	—	—	$48,300 00
Administrative and General Services	9	82,068 00	1,280 00	$5,100 00	$190 00	$300 00	88,938 00
TOTALS	18	$127,068 00	$4,580 00	$5,100 00	$190 00	$300 00	$137,238 00

* Not included in permanent quota.

CITY COUNCIL PROCEEDINGS

1–01–13

All proceedings of the City Council at its regular and special meetings are recorded in shorthand, transcribed ar subsequently indexed, printed, and bound in a permanent document.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
2—Contractual Services . . .	$16,622 63	$17,595 09	$15,000 00	$16,000 00	$16,000 0

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAM

1. RECORDING, INDEXING AND PRINTING OF CITY COUNCIL MEETINGS

Contractual Services: Reporting and indexing, $6,500.00; printing and binding, $9,500.00.

ELECTION DEPARTMENT

1–01–21

The Election Department maintains a system of permanent registration of persons eligible to vote in the city, state, d national elections. It is responsible for the conduct of elections and the certification of election results. The examina- on of prospective jurors and the certification of jury lists are also functions of this department. Three elections will be ld in 1956, namely, the presidential primary in April, the state primary in September, and the election in November. oting machines are used by approximately 91 per cent of the voters.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
–Personal Services	$361,764 52	$332,560 32	$339,721 00	$414,793 00	$404,260 00
–Contractual Services	110,604 18	98,035 13	111,007 25	122,800 00	119,900 00
–Supplies and Materials	20,194 11	20,362 39	19,025 00	21,650 00	21,650 00
–Current Charges and Obligations	5,176 58	3,725 00	4,000 00	5,410 00	5,400 00
–Equipment	1,370 01	182 76	250 00	310 00	310 00
Totals	$449,109 40	$454,865 60	$474,003 25	$564,963 00	$551,520 00

B — DEPARTMENTAL REVENUES

stimated departmental revenues for 1956	$1,300 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative supervision and direction of department; provides general financial and clerical services, d furnishes information to the public. A storehouse with a floor area of 12,000 square feet is maintained for election cords and minor equipment.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
12	$66,000 00	$222 50	$100 00	$100 00	$66,422 50

rsonal Services: Performance under this program is divided among the following sections:
Administrative Section: Chairman, 3 Commissioners, Executive Secretary, Assistant Executive Secretary, Assistant Registrar of Voters.
Information Section: Head Clerk, Senior Assistant Registrar of Voters.
Storehouse Section: Senior Assistant Registrar of Voters, Assistant Registrar of Voters, Carpenter.
ntractual Services: Telephone service for storehouse, $100.00; lighting service for storehouse, $50.00; servicing of office equipment, $72.50.
pplies and Materials: Heating of storehouse, $100.00.
quipment: Library books, $100.00.

CONDUCT OF ELECTIONS, INCLUDING REGISTRATION OF VOTERS, PREPARATION OF VOTING LISTS, AND CHECKING NOMINATIONS

The permanent register of voters is maintained by this division, nominating papers are checked, arrangements for e various elections are made, voting and jury lists are prepared, the elections are conducted, and the results are tabulated. stimated statistics for 1956 with respect to these operations are 325,000 voters on register; 40,000 notices to voters dropped om voting list; 22,000 transfers in registrations during year; 3,500 nomination papers received; 65,000 signatures on nomi- ting papers test-checked to register; and 10,000 prospective jurors interviewed.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
33	$308,460 00	$111,355 00	$20,250 00	$5,400 00	$445,465 00

rsonal Services: Head Assistant Registrar of Voters, 2 Principal Assistant Registrars of Voters, 6 Senior Assistant Registrars of Voters, Assistant Registrar of Voters and Jury Investigator, Assistant Registrar of Voters and Ballot Box Repairman, 22 Assistant Registrars of Voters. Temporary Employees needed to assist in the preparation for and the conduct of elections: 290 Wardens, 3 days at $17.00 per day — $14,790.00; 290 Clerks, 3 days at $17.00 per day — $14,790.00; 1,160 Inspectors, 3 days at $15.00 per day — $52,200.00; 100 Custodians, private buildings, 3 days at $9.00 — $2,700.00; 88 Assistant Registrars, 20 nights each at $11.00 per night — $19,360.00; 20 Assistant Registrars, 32 weeks each at $68.00 per week — $43,520.00. Total, $147,360.00.
Overtime compensation for services required in excess of regular working hours in connection with checking of nomination papers, evening registrations, demonstration of voting machines, and recounts, $26,900.00.
ntractual Services: Lighting service for schools and voting booths, $3,375; transportation of persons for registration and voting, $100.00; printing voting list, $100,000.00; printing authority slips, $4,500.00; miscellaneous printing, binding, and delivery of ballots, $3,380.00.
pplies and Materials: Food for employees working nights at three functions, $375.00; postage, forms, cards, and stationery and miscellaneous election supplies for the three functions, $19,575.00; miscellaneous building supplies for repair of booths, ballot boxes, etc., $300.00.
rrent Charges and Obligations: Rentals of private buildings and land for registration and voting, $5,400.00.

Election Department — Continued

3. CARE AND MAINTENANCE OF VOTING MACHINES

The 1,418 voting machines owned by the city are prepared for elections by this division. Between elections all the machines are stored under the care of this division in city-owned buildings. Minor adjustments and repairs are mad to machines by this group.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
5	$29,800 00	$8,322 50	$1,300 00	$210 00	$39,632 50

Personal Services: Chief Voting Machine Custodian, 2 Voting Machine Custodians, Assistant Registrar of Voters, Electrician. Overtim for demonstration of voting machines, $10,000.00.
Contractual Services: Telephone service for Voting Machine Custodians on election days, $25.00; servicing of voting machines, $177.50; truc ing of voting machines, $8,120.00.
Supplies and Materials: Gas, oil, tires, and tubes for truck and carry-all, $300.00; repair parts, tools, and supplies for voting machines, $1,000.0
Equipment: 10 electric motors for voting machines, $210.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	12	$66,000 00	$222 50	$100 00	—	$100 00	$66,422
2. Conduct of Elections, Including Registration of Voters, Preparation of Voting Lists, and Checking Nominations	33	308,460 00	111,355 00	20,250 00	$5,400 00	—	445,465
3. Care and Maintenance of Voting Machines	5	29,800 00	8,322 50	1,300 00	—	210 00	39,632
TOTALS	50	$404,260 00	$119,900 00	$21,650 00	$5,400 00	$310 00	$551,520

AUDITING DEPARTMENT

1–01–31

The Auditing Department is responsible for the examination and audit prior to payment of all claims against the y of Boston and County of Suffolk, except for debt service and court orders which are post-audited and for the mainte- ıce of accounts necessary to record the financial operations of the city and county. The department is also responsible prescribing the form of the accounts maintained by city departments and of making such audits as may be desired by City Auditor.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
Personal Services	$279,737 82	$277,510 65	$286,000 00	$305,740 00	$295,000 00
Contractual Services	8,131 22	6,129 17	6,805 00	6,700 00	6,600 00
Supplies and Materials	16,641 52	16,983 73	17,700 00	10,700 00	10,700 00
Current Charges and Obligations	1,459 00	4,599 42	8,530 00	9,758 00	9,758 00
Equipment	851 16	1,538 29	200 00	200 00	200 00
TOTALS	$306,820 72	$306,761 26	$319,235 00	$333,098 00	$322,258 00

B — DEPARTMENTAL REVENUES

imated departmental revenues for 1956 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL ACCOUNTING SERVICES

General supervision and direction of departmental activities; maintains general accounting records of receipts and enditures, accounts receivable and appropriations, prepares monthly financial statements and a comprehensive annual ort of the city's finances; audits departmental accounts; maintains complete record of funded debt; performs functions he department pertaining to awarding of contracts and safekeeping of employees' bonds and insurance policies of the and county. Maintains 200 ledger accounts, 300 accounts receivable ledger accounts, and 350 appropriation ledger ounts.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
14	$84,304 00	$620 00	$800 00	$698 00	$125 00	$86,547 00

sonal Services: Performance under this program is divided among the following sections:
Administrative Section: City Auditor, Deputy City Auditor, Assistant City Auditor, Head Administrative Clerk, and Principal Clerk-Secretary.
Bookkeeping Section: Principal Accountant and 2 Senior Accountants.
Post-Audit Section: Principal and 2 Senior Accountants, Principal Clerk.
Contract and Debt Section: 2 Senior Accountants.
Overtime, $500.00.
ıtractual Services: Servicing of office equipment, $150.00; attendance at conventions of Municipal Finance Officers, $300.00; coat service for office personnel, $60.00; binding records, $110.00.
plies and Materials: Postage, forms, cards, and stationery, $800.00.
rrent Charges and Obligations: Dues and subscriptions, $353.00; premium on surety bonds, $345.00.
ıipment: Library books, $125.00.

2. CONTROL OF BUDGETARY ACCOUNTS

Maintains budgetary accounting control of every appropriation, pre-audits purchase orders and service orders to ıre that expenditures and budget account codings are correct and particularly that funds are available for their pay- ıt; determines that funds are available for payment of all contracts. Maintains 900 accounts for budgetary accounting trol.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
14	$50,248 00	$500 00	$3,200 00	$53,948 00

sonal Services: Principal Accountant, Assistant Principal Accountant, Senior Accountant, 11 Clerical Employees. Overtime, $1,000.00.
tractual Services: Service on three Burroughs Sensimatic accounting machines and office equipment, $500.00.
plies and Materials: Postage, forms, cards, and stationery, $3,200.00.

Auditing Department — Continued

3. PRE-AUDIT AND PROCESSING OF INVOICES AND SPECIAL DRAFTS

Pre-audits invoices and special drafts to assure that bills are properly incurred, that funds have been appropria in sufficient amount to pay the bill, that clerical computations are correct, and that there is a certificate thereon that work done or goods delivered are satisfactory and in accordance with specifications, and that the department head appro payment; audited invoices are grouped, control totals obtained, and copies routed to the tabulating section, departm concerned, Treasurer's Office, and disbursement section; 130,000 invoices and 3,500 contract payments are audited annual

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
19	$78,659 00	$175 00	$250 00	$75 00	$79,159 00

Personal Services: Performance under this program is divided among the following sections:
Examining Section: Senior Accountant, 8 Principal Account Examiners, and 3 Clerical Employees.
Control Section: Senior Accountant and 3 Clerical Employees.
Welfare Section: Senior Accountant, Principal Account Examiner, and Clerk.
Overtime, $1,500.00.
Contractual Services: Servicing of office equipment, $175.00.
Supplies and Materials: Postage, forms, cards and stationery, $250.00.
Equipment: Library books, $75.00.

4. PRE-AUDIT AND PROCESSING PAYROLLS

Preliminary payrolls are prepared on tabulating machines and sent to departments. Payrolls submitted by dep ments are pre-audited; the application of sick and vacation leave is supervised, Blue Cross, Union dues, and Credit Un deductions are balanced monthly and checked to the respective invoices; final payrolls and checks are prepared on ta lating machine equipment. Approximately 28,000 payrolls are processed per year.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
24	$81,789 00	$5,305 00	$6,450 00	$9,060 00	$102,604 00

Personal Services: Performance under this program is divided among the following sections:
Payroll Section: Principal Accountant, 3 Principal Account Examiners, and 7 Clerical Employees.
Tabulating Section: Supervisor of Statistical Machines, an Assistant, and 11 Statistical Machine Operators.
Overtime, $2,000.00.
Contractual Services: Messenger services, $130.00; repair and maintenance of 13 tabulating machines and Recordak equipment, $5,175.0
Supplies and Materials: Tabulating cards, stock paper, and stationery, $5,750.00; 100 rolls Recordak film, $700.00.
Current Charges and Obligations: Rental of tabulating machine equipment, $9,060.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Tot
1. Administrative and General Accounting Services	14	$84,304 00	$620 00	$800 00	$698 00	$125 00	$86,54
2. Control of Budgetary Accounts	14	50,248 00	500 00	3,200 00	—	—	53,94
3. Pre-Audit and Processing of Invoices and Special Drafts	19	78,659 00	175 00	250 00	—	75 00	79,15
4. Pre-Audit and Processing Payrolls	24	81,789 00	5,305 00	6,450 00	9,060 00	—	102,60
Totals	71	$295,000 00	$6,600 00	$10,700 00	$9,758 00	$200 00	$322,25

ASSESSING DEPARTMENT

1–01–36

The Assessing Department is responsible for the assessment of real and personal property within the City of Boston, on a fair cash value as provided in the General Laws. It is further obligated to assess poll taxes upon the male residents the city over the age of twenty years, and to levy an excise tax upon motor vehicles. The department also has the duty of ding to the assessment rolls the amounts of special assessments for improvements determined by the Public Improvement mmission and other tax items.

The Board of Review of the department considers the applications of property owners for the abatement of assessnts made.

A—BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
-Personal Services	$574,360 95	$579,659 61	$582,722 00	$612,605 73	$598,500 00
-Contractual Services	15,417 22	22,243 05	73,258 94	74,230 07	72,600 00
-Supplies and Materials	18,540 19	21,836 98	23,858 00	32,174 31	27,800 00
-Current Charges and Obligations	2,061 95	2,151 95	3,750 00	4,290 00	4,290 00
-Equipment	2,211 07	672 70	2,255 00	12,027 70	285 00
TOTALS	$612,591 38	$626,564 29	$685,843 94	$735,327 81	$703,475 00

B—DEPARTMENTAL REVENUES

timated departmental revenues for 1956 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities; provides financial and clerical services and furnishes formation to the public.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
15	$73,000 00	$1,550 00	$4,150 00	$1,065 00	$79,765 00

rsonal Services: Assessor of Taxes and 2 Associates, Executive Secretary, Head Administrative Clerk, and 10 Clerical Employees.
ntractual Services: Repair and maintenance of office machines, $100.00; travel to Convention of National Assessing Officers, $500.00; travel inside state, $200.00; advertising notice to taxpayers, $325.00; printing and binding, $425.00.
pplies and Materials: Postage, $2,000.00; forms, cards, and stationery, $1,600.00; microfilm, $550.00.
rrent Charges and Obligations: Rental of microfilm Recordak, $1,050.00.

2. ASSESSMENT OF REAL AND PERSONAL PROPERTY

Assesses 118,000 parcels of real property and 20,000 personal property items at a fair cash value as of January 1 each year; prepares statistical data; conducts field examinations of all properties, makes 3,000 court examinations, and ndles 9,000 applications for abatements; maintains a permanent record showing changes in valuation, title changes, tterment assessments, unpaid water bills, alteration, repair, and new construction permits; 240,000 poll tax items are ecked to eliminate all but eligible males; records of real estate titles are examined at the Registry of Deeds and lists of le changes are prepared; 1,800 maps are maintained, showing block and lot data.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
83	$344,500 00	$8,850 00	$3,450 00	$200 00	$285 00	$357,285 00

rsonal Services: Performance under this program is divided among the following sections:
Assessment Section: 5 Deputy Assessors, 49 Assistant Assessors (part time).
Real Property Section: Head Clerk and 16 Clerical Employees.
Personal Property Section: Chief of Personal Property Tax Division, Corporation Tax Examiner, and 3 Clerical Employees.
Registry Research Section: 2 Title Examiners and a Clerk.
Engineering Section: Senior Appraisal Engineer, Assistant Civil Engineer, and 2 Senior Engineering Aids.
Temporary Employees Section: 2 Assistant Civil Engineers and a Senior Engineering Aid to prepare land-use maps and bring block plans up to date, $12,000.00. Overtime for preparation of tax bills and lists following declaration of the tax rate, $6,500.00.
ntractual Services: Blueprints of assessment districts, $5,200.00; real estate commitment list, $1,700.00; binding records, $1,100.00; personal property books, $700.00; dating bills, $150.00.
pplies and Materials: Forms, cards and stationery, $3,200.00; engineering supplies, $250.00.
rrent Charges and Obligations: Dues and subscriptions (Appraisers' Weekly), $200.00.
uipment: Downtown real estate valuations, $200.00; city directory, $85.00.

Assessing Department — Continued

3. MOTOR VEHICLE TAX ASSESSMENT AND ADJUSTMENT

Prepares data for 225,000 bills to owners of motor vehicles for excise taxes from registration cards received fr the Commonwealth; 20,000 abatement requests are processed annually.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	$26,000 00	$3,002 00	$5,000 00	$25 00	$34,027 00

Personal Services: Motor Excise Tax Supervisor and 6 Clerical Employees.
Contractual Services: Repair tax binder, $2.00; dating motor vehicle bills, $2,600.00; binding motor vehicle lists and valuations, $400.00.
Supplies and Materials: Auto registration cards, $3,200.00, abatement certificates, $1,000.00; other forms, cards, and stationery, $800.00.
Current Charges and Obligations: Motor vehicle manuals, $25.00.

4. REVIEW AND DETERMINATION OF ASSESSMENT APPEALS

The Board of Review acts on applications for abatement of assessments on real and personal property. Approximat 9,000 applications on real property and 4,000 applications on personal property are received annually. Approximat 9,500 applications for abatement because of exemption for 10 per cent disabled veterans, widows, aged, and indigent processed annually. General clerical services are performed for the Board of Review and record made of abatements allow by the Board and by the Appellate Tax Board.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
16	$75,000 00	$50,268 00	$1,600 00	$126,868 00

Personal Services: Chairman and 2 Members of Board of Review, Supervisor of Files and Appeals, Chief Abatement Clerk, and 11 Cleri Employees.
Contractual Services: Servicing Office Equipment, $18.00; professional appraisal services and expert testimony before Appellate Tax Boa $50,000.00; binding, $250.00.
Supplies and Materials: Deed abstracts and probate abstracts, $1,000.00; forms, cards, and stationery, $600.00.

5. PREPARATION OF TAX BILLS AND COLLECTOR'S COMMITMENTS

Computes and prepares 110,000 real estate tax bills with tabulating equipment and prints the tax roll; in additi 20,000 personal property, 225,000 auto excise tax, 240,000 poll tax bills, and 55,000 abatement forms are prepare Prepares 135,000 original field records on real and personal property; punched cards are corrected annually to ma ownership and valuations current.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
27	$80,000 00	$8,930 00	$13,600 00	$3,000 00	$105,530 00

Personal Services: Chief of Tabulating Division, 25 Statistical Machine Operators, and an Office Appliance Maintenance Man.
Contractual Services: Maintenance of office machines, $8,780.00; freight charges, $150.00.
Supplies and Materials: Bill forms, $10,500.00; forms, cards, and stationery, $3,100.00.
Current Charges and Obligations: Rental of 5 key punches, $3,000.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Tota
1. Administrative and General Services	15	$73,000 00	$1,550 00	$4,150 00	$1,065 00	—	$79,765
2. Assessment of Real and Personal Property	83	344,500 00	8,850 00	3,450 00	200 00	$285 00	357,285
3. Motor Vehicle Tax Assessment and Adjustment	7	26,000 00	3,002 00	5,000 00	25 00	—	34,027
4. Review and Determination of Assessment Appeals	16	75,000 00	50,268 00	1,600 00	—	—	126,868
5. Preparation of Tax Bills and Collector's Commitments	27	80,000 00	8,930 00	13,600 00	3,000 00	—	105,530
Totals	148	$598,500 00	$72,600 00	$27,800 00	$4,290 00	$285 00	$703,475

EQUALIZATION SURVEY

1–01–35

It is proposed, with this appropriation, to begin an Equalization Survey of all income-producing property in the y, except residential properties of four dwelling units or less. Most of the type of properties to be surveyed are centered he three wards in the downtown area.

The services of departmental personnel will be utilized, along with real estate appraisers and the technical director, arry out the program under the supervision of the Board of Assessors.

The aim of the Survey will be to establish relative equality in the assessment of all property falling within the income-ducing classification.

A—BUDGET SUMMARY

Group	1956 Budget	
	Requested by Department	Recommended by Mayor
Special Appropriation:		
Equalization Survey	$75,000 00	$75,000 00

COLLECTING DIVISION, TREASURY DEPARTMENT

1–01–37

The Collecting Division of the Treasury Department is responsible for the maintenance of records of taxes, asse ments, and claims due the city and for collection of the amounts due. The division has custody of other monies payable the city or county, and maintains a public information service regarding the tax status of properties.

The amounts collected by the division total over $170,000,000.00 annually. The Collecting Division also opera a Central Mailing Unit.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommen by Mayo
1—Personal Services	$165,214 01	$158,239 66	$189,200 00	$211,004 00	$197,300
2—Contractual Services	3,835 69	6,147 84	12,506 95	10,124 00	9,890
3—Supplies and Materials	33,480 82	30,253 82	37,674 00	40,280 00	38,031
4—Current Charges and Obligations	4,989 50	4,948 68	5,318 00	5,837 00	5,832
5—Equipment	816 75	530 00	939 00	892 00	783
TOTALS	$208,336 77	$200,120 00	$245,637 95	$268,137 00	$251,836

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $26,540

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities, reconciles tellers' daily receipts with tabulating section reports, p vides information service for the public on tax status of properties, operates the Central Mailing Unit, and provides gene clerical services.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	$31,800 00	$395 00	$20,000 00	$3,193 00	$48 00	$55,436 00

Personal Services: Assistant Collector-Treasurer, Deputy Collector-Cashier, Head Administrative Clerk, and 5 Clerical Employees. Overt on auditing project, $3,000.00.
Contractual Services: Travel to convention of Municipal Finance Officers Association, $200.00; photostating and binding, $125.00; servic postal machines, $70.00.
Supplies and Materials: Postage expense, $20,000.00.
Current Charges and Obligations: Premiums on surety bonds, $3,049.00; rental of postage machine, $144.00.
Equipment: Numbering machine, $33.00; annotated laws, $15.00.

2. COLLECTION OF TAXES, ASSESSMENTS, AND OTHER CLAIMS

Prepares for mailing real estate, personal, poll, and excise tax bills, demands, and delinquent notices; posts payme to assessed accounts; receives and gives receipts for monies paid to or for the use of the city or county; compu refunds due on abatements; prepares daily record of cash receipts on tabulating machine equipment; maintains cont accounts; prepares reports of collections and requests for cancellation of automobile registration for nonpayment of exc taxes.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	$148,457 00	$4,595 00	$17,731 00	$2,639 00	$655 00	$174,077 00

Personal Services: Performance under this program is divided among the following sections:
Accounting Section: Principal Accountant, Accountant, and Principal Account Clerk.
Deputies Section: Assistant Chief Deputy and 12 Deputy Collectors.
Tellers Section: Head Teller and 6 Tellers.
Abatement Section: Abatement Supervisor and Clerk.
Tabulating Section: Principal, Senior, and 5 Statistical Machine Operators.
Motor Vehicle Cancellation Section: 2 Clerical Employees.
Special Assessment Section: Accountant and Principal Account Clerk.
Temporary Employees Section: 7 Statistical Machine Operators for 10 weeks during annual tax rush, $3,100.00.
Overtime Section: Auditing Project, $3,600.00; during annual tax rush, $1,100.00. Total, $4,700.00.
Contractual Services: Maintenance of tabulators, sorters, interpreter and punch machines, $3,020.00; travel expense for Deputies to wa and outside stations, $300.00; binding manuscripts, cash books, etc., $1,100.00; freight on rented tabulating machines, $175.00.
Supplies and Materials: Bill forms, cards, and stationery, $17,556.00; microfilm, etc., $175.00.
Current Charges and Obligations: Subscriptions, $132.00; premiums on surety bonds, $2,507.00.
Equipment: City directories and annotated laws, $655.00.

3. ESTABLISHING TAX TITLES ON REAL ESTATE

Prepares city liens on properties for unpaid real estate taxes, prepares tax sale advertisements, and records titles he Registry of Deeds of properties acquired by the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
4	$17,043 00	$4,900 00	$300 00	$80 00	$22,323 00

sonal Services: Tax Title Supervisor and 3 Clerical Employees; overtime during auditing project and annual tax rush, $1,500.00.
ntractual Services: Advertising in *City Record* for tax title takings, $2,700.00; charges for cancelled printing, $500.00; recording at Registry of Deeds, $1,400.00; typing deeds, $300.00.
pplies and Materials: Forms, cards, and stationery, $300.00.
uipment: City directories and street directories, $80.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	8	$31,800 00	$395 00	$20,000 00	$3,193 00	$48 00	$55,436 00
Collection of taxes, assessments and other claims	36	148,457 00	4,595 00	17,731 00	2,639 00	655 00	174,077 00
Establishing tax titles on real estate	4	17,043 00	4,900 00	300 00	—	80 00	22,323 00
TOTALS	48	$197,300 00	$9,890 00	$38,031 00	$5,832 00	$783 00	$251,836 00

TREASURY DIVISION, TREASURY DEPARTMENT

1–01–38

The Treasury Division has the responsibility for the care and custody of the current funds of the city and cou and for all monies, properties, and securities placed in its charge by any statute, gift, devise, bequest, or deposit, and p audited bills and demands against the city.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommen by Mayo
1—Personal Services	$156,474 41	$153,809 72	$157,000 00	$180,443 00	$180,000
2—Contractual Services	31,876 42	24,325 24	29,475 00	25,572 00	24,875
3—Supplies and Materials	12,805 00	10,747 89	13,025 00	13,850 00	13,025
4—Current Charges and Obligations	9,143 13	10,050 15	10,249 00	9,524 00	9,519
5—Equipment	2,418 52	396 00	312 00	2,082 00	320
TOTALS	$212,717 48	$199,329 00	$210,061 00	$231,471 00	$227,739

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $100

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL ACCOUNTING SERVICES

General supervision and direction of activities; keeps detailed records of city and county debt accounts, includi 205 trust funds and 27 sinking funds; issues debt of the city; pays interest and redeems debt when due.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	$70,600 00	$1,235 00	$1,925 00	$5,144 00	$240 00	$79,144 00

Personal Services: Performance under this program is divided among the following sections:
Administrative Section: Collector-Treasurer and First Assistant.
Bookkeeping Section: Second Assistant Collector-Treasurer, Senior Accountant, 2 Paymasters, Head Clerk, and 9 Clerical Employees.
Contractual Services: Telegraph services to New York City, $75.00; servicing of office equipment, $100.00; travel expenses to New York Ci $900.00; cleaning office coats, $100.00; freight charges, $25.00; binding records, $35.00.
Supplies and Materials: Postage, $700.00; forms, cards, and stationery, $1,200.00; wrapping paper and twine, $25.00.
Current Charges and Obligations: Dues and subscriptions, $44.00; safety deposit boxes, $650.00; premiums on surety bonds, $4,450.00.
Equipment: City directory, bond value tables, investors' service, advance sheets of supplements to General Laws, $240.00.

2. PAYMENT OF CITY AND COUNTY EMPLOYEES

Receives from City Auditor approximately 600,00 payroll checks annually for signature and distribution; 15,00 employees are paid weekly by check; makes payment in cash to 8,000 employees weekly at various locations throughc the city; reconciles payroll deductions with amounts paid to organizations concerned; reconciles 54 accounts of the city.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
17	$75,800 00	$18,240 00	$7,700 00	$3,975 00	$105,715 00

Personal Services: Performance under this program is divided among the following sections:
Payroll Section: Principal Accountant, County Paymaster, Accountant, 8 Paymasters, and a Clerk.
Account Reconciliation Section: Principal Accountant, Paymaster, and 3 Clerical Employees.
Contractual Services: Servicing of office equipment, $100.00; transportation for paymasters, $14,100.00; transporting deposits to bank a delivery of funds to paymasters, $3,900.00; cleaning office coats, $100.00; binding records, $40.00.
Supplies and Materials: Postage, $4,900.00; forms, cards, and stationery, $2,800.00.
Current Charges and Obligations: Robbery and burglary insurance, $2,300.00; premiums on surety bonds, $1,675.00.

3. PAYMENT OF ALL OTHER CITY AND COUNTY OBLIGATIONS

Prepares checks and makes delivery over-the-counter for payment of special drafts, refunds and court executions, ues checks to paymasters for cash payments to be made, prepares checks on discount drafts, signs and distributes checks regular drafts, prepares and distributes checks for soldiers' relief and pension rolls, receives coupons from banks and ues checks in payment thereof; maintains interest accounts and prepares checks on registered bonds.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	$13,800 00	$5,250 00	$3,000 00	$225 00	$22,275 00

rsonal Services: Head Bond and Interest Teller, Paymaster, and Principal Account Clerk.
ntractual Services: Servicing of office equipment, $100.00; advertising for redemption of bonds, $5,000.00; cleaning office coats, $40.00; binding records, $110.00.
pplies and Materials: Postage, $2,600.00; forms cards and stationery, $400.00.
rrent Charges and Obligations: Premiums on surety bonds, $225.00.

4. CONTROL OF TAX TITLE PROPERTIES

Establishes accounts for land advertised for sale for delinquent taxes, keeps record of foreclosed property, receives yments on tax title properties and sale of foreclosed parcels. Approximately 4,900 tax title and 4,400 foreclosed accounts maintained and 4,800 payments posted annually.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	$19,800 00	$150 00	$400 00	$175 00	$80 00	$20,605 00

rsonal Services: Chief Tax Title Division and 3 Tax Title Tellers.
ntractual Services: Servicing of office equipment, $100.00; binding office records, $50.00.
pplies and Materials: Postage, $100.00; cards, forms, and stationery, $300.00.
rrent Charges and Obligations: Premiums on surety bonds, $175.00.
uipment: City directory, $80.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Accounting Services	16	$70,600 00	$1,235 00	$1,925 00	$5,144 00	$240 00	$79,144 00
Payment of City and County Employees	17	75,800 00	18,240 00	7,700 00	3,975 00	—	105,715 00
Payment of All Other City and County Obligations	3	13,800 00	5,250 00	3,000 00	225 00	—	22,275 00
Control of Tax Title Properties	4	19,800 00	150 00	400 00	175 00	80 00	20,605 00
TOTALS	40	$180,000 00	$24,875 00	$13,025 00	$9,519 00	$320 00	$227,739 00

BOARD OF COMMISSIONERS OF SINKING FUNDS, TREASURY DEPARTMENT

1–01–39

The Board of Commissioners of Sinking Funds, consisting of six unpaid members, two of whom are appointed a nually by the Mayor for a term of three years, is charged with the responsibility for the investment and reinvestment funds deposited in sinking funds to provide for the redemption of city debt.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget	
				Requested by Department	Recommend by Mayor
1—Personal Services	$2,149 92	$2,150 00	$2,150 00	$2,200 00	$2,200
3—Supplies and Materials	384 00	384 00	400 00	400 00	400
4—Current Charges and Obligations	155 00	155 00	150 00	150 00	150
TOTALS	$2,688 92	$2,689 00	$2,700 00	$2,750 00	$2,750

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAMS

1. SUPERVISING INVESTMENT OF SINKING FUNDS

Personal Services No.	Personal Services Amount	Supplies Materials	Current Charges	Total
2	$2,200 00	$400 00	$150 00	$2,750 00

Personal Services: Collector-Treasurer, First Assistant Collector-Treasurer.
Supplies and Materials: Forms and stationery, $400.00.
Current Charges and Obligations: Rent of safety deposit vault for securities, $150.00.

ADMINISTRATIVE SERVICES DEPARTMENT

1–01–40

The Administrative Services Department represents a combination of the key management functions of budget, ersonnel, purchasing, and financial administration. It is under the charge of a board, called the Administrative Services oard, consisting of the Director of Administrative Services as chairman, the Supervisor of Personnel, the Purchasing gent, and the Collector-Treasurer and City Auditor, ex officiis. It is the duty of the board to make, under the Mayor, udies and recommendations with respect to the organization, activities, policies, and procedures of all departments, boards, id officers so that the administration thereof shall be economical and efficient.

The department's activities are carried on by eight divisions, and a summary of the divisional appropriations is ven below:

Title	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
dministrative Division	—	$41,390 86	$50,511 00	$45,161 00	$45,161 00
udget Division	$32,466 56	36,929 64	44,144 00	46,612 70	46,612 00
ersonnel Division	25,767 57	37,257 09	43,928 00	45,845 00	45,802 00
urchasing Division	123,341 01	128,022 90	132,971 00	137,051 40	134,949 00
rinting Section	799,988 67	755,639 19	738,533 00	785,418 00	727,725 00
ffice Supplies Account, Printing Section	—	6,515 92	15,000 00	15,000 00	15,000 00
rt Commission	2,504 91	1,305 86	2,312 00	2,500 00	2,500 00
omplaints Division	—	2,856 68	13,239 00	14,653 00	14,288 00
TOTALS	$984,068 72	$1,009,918 14	$1,040,638 00	$1,092,241 10	$1,032,037 00

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
—Personal Services	$698,308 25	$725,007 92	$758,943 00	$829,669 10	$784,370 00
—Contractual Services	158,258 33	154,103 80	149,648 00	117,636 00	106,015 00
—Supplies and Materials	125,478 63	127,032 06	115,070 00	121,870 00	120,520 00
—Current Charges and Obligations	379 75	401 61	1,162 00	6,441 00	5,107 00
—Equipment	1,643 76	3,372 75	815 00	1,625 00	1,025 00
pecial Appropriations	—	—	15,000 00	15,000 00	15,000 00
TOTALS	$984,068 72	$1,009,918 14	$1,040,638 00	$1,092,241 10	$1,032,037 00

In the pages that follow the detail applicable to each of the eight divisions of the department is presented.

ADMINISTRATIVE DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1–01–41

This division surveys and studies departmental activities and procedures and sets forth its findings and recommend tions in reports and bulletins. The Director reviews all personnel proposals submitted by heads of departments, and h decisions are final except when the Mayor orders otherwise in writing.

A — BUDGET SUMMARY

Group	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$22,294 53	$29,542 00	$34,073 00	$34,073 0
2—Contractual Services	18,262 75	20,594 00	10,750 00	10,750 0
3—Supplies and Materials	468 21	250 00	250 00	250 0
4—Current Charges and Obligations	54 40	75 00	38 00	38 0
5—Equipment	310 97	50 00	50 00	50 0
Totals	$41,390 86	$50,511 00	$45,161 00	$45,161 0

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAM

1. SUPERVISION AND CONDUCT OF DEPARTMENTAL SURVEYS AND STUDIES

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	$34,073 00	$10,750 00	$250 00	$38 00	$50 00	$45,161 00

Personal Services: Director, Administrative Secretary, Investigator of Administrative Services, and 2 Clerical Employees.
Contractual Services: Travel expenses, $500.00; mimeographing of reports, $250.00; consultant services, $10,000.00.
Supplies and Materials: Postage, forms, cards, and stationery, $250.00.
Current Charges and Obligations: Association dues, $38.00.
Equipment: Library books, $50.00.

PERSONNEL DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1–01–42

This division administers the compensation plans established for city and county employees, maintains complete rsonnel records, and makes recommendations designed to improve and coordinate the handling of personnel matters.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
-Personal Services	$24,688 73	$35,700 00	$42,054 00	$45,068 00	$45,068 00
-Contractual Services	214 52	178 19	1,305 00	258 00	220 00
-Supplies and Materials	490 00	385 24	500 00	450 00	450 00
-Current Charges and Obligations	44 00	28 00	44 00	44 00	39 00
-Equipment	330 32	965 66	25 00	25 00	25 00
TOTALS	$25,767 57	$37,257 09	$43,928 00	$45,845 00	$45,802 00

B — DEPARTMENTAL REVENUES

timated departmental revenues for 1956 None

C — PROGRAM

1. MAINTENANCE OF PERSONNEL RECORDS AND CONTROLS

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	$45,068 00	$220 00	$450 00	$39 00	$25 00	$45,802 00

rsonal Services: Supervisor of Personnel, Assistant Supervisor of Personnel, 8 Clerical Employees. Overtime, $1,000.00.
ntractual Services: Travel expenses to convention at Washington, D. C., $200.00; mimeographing service, $20.00.
fice Supplies and Materials: Postage, forms, cards, and stationery, $450.00.
rrent Charges and Obligations: Dues and subscriptions, $39.00.
uipment: Library books, $25.00.

PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1–01–43

It is the function of the Purchasing Division to furnish materials, supplies, and equipment to the various city depar ments upon receipt of requisitions from departments. Approximately 20,000 requisitions are received each year whic when processed, involve the issuance of 30,000 purchase orders and the disbursement of some $18,000,000.00.

The division also supplies the printing and binding requirements of city departments and in the course of a ye will process 5,000 requisitions of this type.

It is the responsibility of the Purchasing Division to make certain that the materials, supplies, and equipment order are delivered in accordance with specifications. The repair and servicing of office equipment and the refinishing of offi furniture is also performed by this department.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommend by Mayor
1—Personal Services	$111,805 98	$115,544 25	$120,091 00	$120,561 40	$120,559
2—Contractual Services	4,626 61	4,188 56	6,350 00	8,650 00	7,150
3—Supplies and Materials	6,395 57	7,297 63	5,400 00	5,900 00	5,900
4—Current Charges and Obligations	213 40	195 73	990 00	990 00	990
5—Equipment	299 45	796 73	140 00	950 00	350
Totals	$123,341 01	$128,022 90	$132,971 00	$137,051 40	$134,949

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and is responsible for computing requisitions after processing by the buyin units and for the typing and mailing of purchase orders, requests for quotations, cancellations, standard invoices, and oth documents. Statistics are compiled and departmental files are maintained.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
10	$41,719 00	$650 00	$270 00	$890 00	$43,529 00

Personal Services: Purchasing Agent, Assistant Purchasing Agent, 8 Clerical Employees, vacation supply, $1,200.00.
Contractual Services: Servicing of office equipment, $150.00; convention travel, $500.00.
Supplies and Materials: Postage, forms, cards, and stationery, $270.00.
Current Charges and Obligations: Dues and subscriptions, $890.00.

2. PROCUREMENT OF SUPPLIES, MATERIALS AND EQUIPMENT

Responsible for buying the commodities requisitioned by means of public advertising for sealed bids, inform written quotations, and telephone inquiries; and for the preparation of all public advertisements and proposals; the receip and opening of sealed bids and the drafting of contracts entered into by the city with vendors; also is responsible for th inspection of commodities purchased, both at vendor's place of business and at the city delivery point. The services the United States Department of Agriculture, Inspection Division, are utilized in the inspection of fresh fruit and veg tables, meats, poultry, and eggs.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
17	$72,183 00	$5,500 00	$5,130 00	$100 00	$150 00	$83,063 00

Personal Services: 9 Buyers, Senior Legal Assistant, 7 Clerical Employees.
Contractual Services: Use of Department of Agriculture car for inspection of meats, fruits, and vegetables, $250.00; travel expenses, $250.0 advertising of proposals, $2,000.00; mimeographing and duplicating services, $2,000.00; testing supplies, including coal, oil, tea, coffee, etc $1,000.00.
Supplies and Materials: Postage, forms, cards, and stationery, $5,130.00.
Current Charges and Obligations: Periodical and newspaper subscriptions, $100.00.
Equipment: Library books, $150.00.

3. REPAIR AND SERVICING OF OFFICE EQUIPMENT AND SURPLUS PROPERTY

Provides servicing and repairs of office equipment and the refinishing of office furniture for all city and county de-rtments.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
2	$6,657 00	$1,000 00	$500 00	$200 00	$8,357 00

rsonal Services: 2 Typewriter Technicians and Inspectors.
ntractual Services: Services for refinishing surplus property, $1,000.00.
pplies and Materials: Repair parts for typewriters, $500.00.
uipment: Miscellaneous equipment for typewriters, $200.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	10	$41,719 00	$650 00	$270 00	$890 00	—	$43,529 00
Procurement of Supplies, Materials and Equipment	17	72,183 00	5,500 00	5,130 00	100 00	$150 00	83,063 00
Repair and Servicing of Office Equipment and Surplus Property	2	6,657 00	1,000 00	500 00	—	200 00	8,357 00
TOTALS	29	$120,559 00	$7,150 00	$5,900 00	$990 00	$350 00	$134,949 00

BUDGET DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1–01–44

This division is responsible for the preparation of the annual and all supplementary budgets as well as all subse-nt revisions of the items in any budget. Contacts are maintained through field visits to all departments. Organiza-n methods studies are made and assistance given the departments in the installation of improved procedures.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
Personal Services	$31,090 98	$35,324 19	$42,708 00	$45,062 70	$45,062 00
Contractual Services	225 00	184 77	436 00	550 00	550 00
Supplies and Materials	750 58	863 25	1,000 00	1,000 00	1,000 00
Current Charges and Obligations	—	15 00	—	—	—
Equipment	400 00	542 43	—	—	—
TOTALS	$32,466 56	$36,929 64	$44,144 00	$46,612 70	$46,612 00

B — DEPARTMENTAL REVENUES

imated departmental revenues for 1956 None

C — PROGRAM

1. REVIEW AND ANALYSIS OF BUDGETARY NEEDS AND REQUIREMENTS

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
8	$45,062 00	$550 00	$1,000 00	$46,612 00

onal Services: Principal Budget Analyst, 5 Senior Budget Analysts, Principal Account Clerk, Senior Clerk-Typist. Overtime, $1,300.00.
tractual Services: Servicing of office equipment, $50.00; carfares and mileage for Budget Analysts for visiting various departments, $500.00.
plies and Materials: Postage, forms, cards, and stationery, $1,000.00.

PRINTING SECTION, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1–01–45

The Printing Plant, which is a section of the Purchasing Division, supplies all printing, binding, stationery, a office supplies used by city departments. It occupies its own building, containing approximately 45,000 square feet floor space. The Purchasing Agent is in charge of plant operations and is responsible for the standardization of all printi and binding.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$529,690 51	$513,139 25	$511,500 00	$570,796 00	$525,500
2—Contractual Services	151,733 29	131,017 67	119,665 00	95,938 00	85,870
3—Supplies and Materials	117,833 53	111,252 31	106,715 00	112,715 00	111,715
4—Current Charges and Obligations	117 35	108 48	53 00	5,369 00	4,040
5—Equipment	613 99	121 48	600 00	600 00	600
TOTALS	$799,988 67	$755,639 19	$738,533 00	$785,418 00	$727,725

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $800,000

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and general financial and clerical services; prepares payrolls; requisitions a distributes printing materials; estimates cost of jobs, the largest of which is the annual Police List of residents; assig jobs for processing and checks progress of production; maintains a central supply of office supplies for use throughout t city; operates truck for delivery of printing and office supplies to city and county departments; and is responsible for t operation of the telephone switchboard and the cleaning and maintenance of the plant.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
14	$57,780 00	$11,920 00	$3,415 00	$3 00	$100 00	$73,218 00

Personal Services: Performance under this program is divided among the following sections:
Administrative Section: Assistant Superintendent.
General Services Section: Head Administrative Clerk, Buyer, Principal Account Clerk, 4 Clerical Employees.
Office Supplies Unit: Storekeeper.
Janitor's Section: 2 Laborers.
Shipping and Delivery Section: Storeroom Helper, 2 Motor Equipment Operators.
Temporary Employees Section: $1,000.00.

Contractual Services: Telephone service, $1,300.00; lighting service, $400.00; electrical repairs, $200.00; fireroom repairs, boilers, oil burn and vacuum pumps, $2,500.00; plumbing repairs, $200.00; painting building inside and out, $5,000.00; elevator repairs, $300.00; repairs truck, $50.00; servicing of office equipment, $300.00; carfares, $10.00; cleaning service, $1,228.00; elevator inspection, $132.00; freight express charges, $300.00.

Supplies and Materials: Gasoline and oil for delivery truck, $250.00; fuel oil, $2,000.00; custodial supplies, $450.00; medical supplies, $15. postage, forms, cards, and stationery, $200.00; miscellaneous supplies and materials, $500.00.

Current Charges and Obligations: Truck registration, $3.00.

Equipment: Library books, $100.00.

2. PREPARATION OF TYPE AND PLATES

Sets type by machine, using both monotype and linotype and addressograph-multilith methods. Material wh cannot be set by machine is done by hand composition. The proofreading unit marks copy for editorial changes and ma typographical errors on proofs. The section operates 16 monotype keyboards, 10 monotype casting machines, 6 linot machines, 6 perforators, 3 graphotypes, 3 multiliths, and other related equipment.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
70	$323,462 00	$4,050 00	$6,000 00	$4,037 00	$250 00	$337,799 00

ersonal Services: Performance under this program is divided among the following sections:
Book Make-up: Foreman, Book Composing Room, Assistant Foreman, Book Room, 13 Compositors, 2 Compositor-Stonemen, 4 Compositor Apprentices.
Job Make-up: Foreman, Job Composing Room, 10 Compositors, 2 Compositor Apprentices.
Casting Room: Foreman Caster, Assistant Caster, 3 Monotype Caster Operators, Monotype Caster Runner and Metal Melter.
Monotype Keyboards: Foreman, Monotype-Linotype Department, 11 Monotype Keyboard Operators, 2 Monotype Keyboard Operator Apprentices.
Linotype Unit: 4 Linotype Operators, 2 Linotype Operator Apprentices.
Proofroom: 6 Proofreaders, 4 Copyholders.
Temporary Employees: $24,000.00.
Overtime: $250.00.
ontractual Services: Gas and electricity, $3,000.00; minor repairs, $100.00; repairs and servicing of equipment, $950.00.
ipplies and Materials: Fuel oil, $2,000.00; repair parts for equipment, $4,000.00.
urrent Charges and Obligations: Matrix rentals, $50.00; rental of 6 tape perforators, $3,987.00.
quipment: Emergency replacements of equipment, $250.00.

3. PRODUCTION OF PRINTED MATTER

Responsible for operating the presses, binding, and completing all print jobs, using some 14 presses, 2 cutters, folding machines, a punching machine, drill press, and round corner machine.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
30	$134,679 00	$3,300 00	$2,500 00	$250 00	$140,729 00

rsonal Services: Performance under this program is divided among the following sections:
Cylinder Pressroom: Foreman, Pressroom, Working Foreman, 7 Cylinder Pressmen, 7 Cylinder Pressfeeders, Cylinder Pressman Apprentice.
Job Pressroom: 8 Job Pressmen.
Bindery: Sheet Stockman, Cutter, 2 Bookbinders, Bookbinder and Cutter.
Overtime, $250.00.
ontractual Services: Gas and electricity, $2,000.00; minor repairs, $100.00; repairs and servicing of equipment, $1,200.00.
ipplies and Materials: Fuel oil, $2,000.00; repair parts for equipment, $500.00.
quipment: Emergency replacements of equipment, $250.00.

4. PROCUREMENT OF MATERIALS AND SERVICES INVOLVED IN PRODUCTION

Responsible for the procurement, storage, and allocation of paper stock required for completion of printing jobs. equisitions outside services of ruling, binding, gumming, punching, perforating, relief printing, die stamping, and other inting specialties for which the Printing Section is not economically equipped.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
2	$9,579 00	$66,600 00	$99,800 00	$175,979 00

rsonal Services: Paper Stockman, Assistant Paper Stockman.
ntractual Services: Outside services to complete manufacture: ruling, $10,000.00; binding, $20,000.00; electros, cuts, and engravings, $4,000.00; outside composition, $500.00; relief printing, $1,500.00; diestamping, $600; other outside printing, $30,000.00.
pplies and Materials: Paper stock and envelopes, $60,000.00; printing inks, $800.00; postage stock, $39,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	14	$57,780 00	$11,920 00	$3,415 00	$3 00	$100 00	$73,218 00
Preparation of Type and Plates	70	323,462 00	4,050 00	6,000 00	4,037 00	250 00	337,799 00
Production of Printed Matter	30	134,679 00	3,300 00	2,500 00	—	250 00	140,729 00
Procurement of Materials and Services Involved in Production	2	9,579 00	66,600 00	99,800 00	—	—	175,979 00
TOTALS	116	$525,500 00	$85,870 00	$111,715 00	$4,040 00	$600 00	$727,725 00

OFFICE SUPPLIES ACCOUNT, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1–01–46

City departments make use collectively of many standard items of office supplies. If purchased from outsid suppliers as individual departmental requisitions are submitted, the city will pay maximum prices. If, however, the tot of annual purchases by all departments is calculated and included in a proposal for competitive bids, substantial savin will be secured. This appropriation will permit the Purchasing Agent to secure, after public advertising, a year's suppl of various items of office supplies and store them in the Printing Section for issuance as individual departmental requisitio are received.

A — BUDGET SUMMARY

Group	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
Special Appropriations:				
Office Supplies Account, Purchasing Division, Administrative Services Department . .	$6,515 92	$15,000 00	$15,000 00	$15,000 0

ART COMMISSION, ADMINISTRATIVE SERVICES DEPARTMENT

1–01–47

The Art Commission has custody and care of all works of art owned by the city. No work of art can be accepte by the city or erected or placed in any public area without the approval of the Commission. The Commission is als responsible for the upkeep of monuments in public squares and the care of existing paintings owned by the city.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
1—Personal Services	$1,032 00	$1,032 00	$1,032 00	$1,032 00	$1,032 0
2—Contractual Services . . .	1,458 91	271 86	1,275 00	1,463 00	1,463 0
3—Supplies and Materials . . .	9 00	2 00	5 00	5 00	5 0
4—Current Charges and Obligations.	5 00	—	—	—	—
Totals	$2,504 91	$1,305 86	$2,312 00	$2,500 00	$2,500 0

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAM

1. CUSTODY AND CARE OF WORKS OF ART

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
1	$1,032 00	$1,463 00	$5 00	$2,500 00

Personal Services: Clerk.
Contractual Services: For the purpose of cleaning and repair of markers and monuments during the year, $1,463.00.
Supplies and Materials: Postage and office supplies, $5.00.

COMPLAINTS DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1–01–48

The Complaints Division investigates and follows up all complaints received from citizens and taxpayers. When on has been taken by the department or agency involved, notice is sent to the complainant. Approximately 50 plaints are processed daily.

A — BUDGET SUMMARY

Group	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
Personal Services	$1,973 70	$12,016 00	$13,076 00	$13,076 00
Contractual Services	—	23 00	27 00	12 00
Supplies and Materials	247 50	1,200 00	1,550 00	1,200 00
Equipment	635 48	—	—	—
TOTALS	$2,856 68	$13,239 00	$14,653 00	$14,288 00

B — DEPARTMENTAL REVENUES

imated departmental revenues for 1956 None

C — PROGRAM

1. PROCESSING OF COMPLAINTS

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
3	$13,076 00	$12 00	$1,200 00	$14,288 00

sonal Services: Supervisor, Head Clerk, Senior Clerk, and vacation supply, $516.00.
ıtractual Services: Servicing of office equipment, $12.00.
›plies and Materials: Postage, forms, cards, and stationery, $1,200.00.

LAW DEPARTMENT

1–01–51

The Law Department has general charge of the legal work of the city, represents the City of Boston and County Suffolk and their employees in all litigation to which it is a party, prosecutes certain criminal proceedings, does t conveyancing work for the various municipal departments, performs the legal work incidental to tax foreclosures, prepar and approves all municipal contracts and bonds, furnishes legal opinions to the Mayor and the City Council and to t various department heads and city and county officials, including the School Committee, on matters relating to the dischar of their official duties, prepares petitions for and drafts legislation in which the city has an interest, and appears a represents the city before the various committees of Legislature, before other boards, commissions, and administrati agencies, including the Interstate Commerce Commission, Civil Aeronautics Board, and other federal agencies, the Appell Tax Board, Industrial Accident Board, and the Department of Public Utilities.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$318,061 80	$326,191 12	$333,902 00	$343,304 00	$336,000
2—Contractual Services	128,582 97	161,870 16	112,550 00	78,349 00	70,824
3—Supplies and Materials	4,357 68	4,694 70	5,570 00	6,050 00	5,550
4—Current Charges and Obligations	1,396 00	1,415 00	1,970 00	2,065 00	1,965
5—Equipment	1,047 00	1,268 09	800 00	1,350 00	800
Totals	$453,445 45	$495,439 07	$454,792 00	$431,118 00	$415,139

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical and financial services, prepare budget estimates and maintains appropriation and expenditure records, processes and distributes supplies and equipmen and provides stenographic services.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
14	$65,583 00	$12,480 00	$2,105 00	$1,456 00	$75 00	$81,699 00

Personal Services: Corporation Counsel, Head Administrative Clerk, Head Clerk, 2 Assistant Head Clerks, and 9 Clerical Employee Vacation supply, $258.00.
Contractual Services: Telephone service, $460.00; servicing of office equipment, $88.00; attendance at conference hearings and travel expens for employees, $1,258.00; towel service, $174.00; legal services, $10,000.00; recording fees, writs, service of process and witness fees, $500.0
Supplies and Materials: Household supplies, $50.00; postage, forms, cards, and stationery, $2,055.00.
Current Charges and Obligations: Dues and subscriptions, $1,296.00; premium on surety bond, $10.00; rental of water cooler and Weste Union clock, $150.00.
Equipment: Library books, $75.00.

2. FURNISHING LEGAL SERVICES TO DEPARTMENTS AND CITY COUNCIL

Assists the Corporation Counsel in handling all legal matters affecting the city, aids in drafting of legislatio regarding city and county, serves as city's representative before committees of the Legislature, furnishes formal an informal legal opinions, and appears for the city and its employees before state and federal agencies. Handles all re estate matters pertaining to the city other than tax titles, appears on behalf of the city in petition for the registratio of land in the city, and handles the legal aspects of all trusts and devises left to the city or its officials for public purpose Responsible for the legal aspects of city and county contracts as well as the form of surety bonds executed on behalf of th city and county.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
14	$77,136 00	$13,132 00	$620 00	$342 00	$240 00	$91,470 00

sonal Services: Performance under this program is divided among the following sections:
Staff Counsel Section: Legislative Counsel, Chief Legal Assistant, and 6 Assistant Corporation Counsel.
Conveyancing Division: 2 Assistant Corporation Counsel, Title Examiner.
Contract Division: 2 Assistant Corporation Counsel.
Workmen's Compensation Division: Assistant Corporation Counsel.
Vacation Supply, $86.00.
ntractual Services: Telephone service, $1,275.00; servicing of office equipment, $25.00; travel expenses of employees, $777.00; photography service, $1,000.00; appraisal service, $3,600.00; employment of court stenographers, $175.00; printing and binding, $680.00; recording fees, writs, service of process, and witness fees, $5,600.00.
pplies and Materials: Postage, forms, cards, and stationery, $620.00.
rrent Charges and Obligations: Dues and subscriptions, $342.00.
uipment: Library books, $240.00.

3. SETTLEMENT OF CLAIMS AND DEFENDING CIVIL ACTIONS

Handles the settlement and collection of claims by the city against individual and corporate debtors, investigates claims against the city and county and their respective employees, hears claims for damages filed with the City Council d recommends appropriate disposition and handles all litigation in the courts of the Commonwealth.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
27	$115,919 00	$30,540 00	$2,095 00	$149 00	$365 00	$149,068 00

rsonal Services: Performance under this program is divided among the following sections:
Trials and Claims: Chief Claims Investigator, 6 Assistant Corporation Counsel, 3 Claims Investigators, 4 Constables, and 4 Clerical Employees.
Collection and Welfare: 6 Assistant Corporation Counsel, 3 Clerical Employees.
Vacation supply, $344.00.
ntractual Services: Telephone service, $2,090.00; servicing of office equipment, $75.00; travel expenses for constables and employees, $1,110.00; photography service, $4,000.00; appraisal service, $4,400.00; medical services, $12,000.00; employment of court stenographers, $125.00; printing of briefs, reports, and court documents, $340.00; recording fees, writs, service of process, and witness fees, $6,400.00.
pplies and Materials: Postage, forms, cards, and stationery, $2,095.00.
rrent Charges and Obligations: Premium on surety bond, $5.00; dues and subscriptions, $144.00.
uipment: Library books, $365.00.

4. HANDLING ABATEMENT APPEALS AND DELINQUENT TAX LIENS

Preparation and trial before the Appellate Tax Board of all valuation appeals from the Board of Assessors and foreing all liens outstanding against real estate for delinquent taxes.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
17	$77,362 00	$14,672 00	$730 00	$18 00	$120 00	$92,902 00

rsonal Services: Performance under this program is divided among the following sections:
Tax Title Division: Assistant Corporation Counsel, Senior Legal Assistant, 6 Legal Assistants, 5 Clerical Employees.
Appellate Tax Division: 4 Assistant Corporation Counsel.
Vacation supply, $312.00.
ntractual Services: Telephone service, $1,975.00; servicing of office equipment, $62.00; travel expenses of employees, $555.00; advertising, $200.00; entry fees, $3,400.00; printing of briefs, reports, and court documents, $480.00; recording fees, writs, service of process, and witness fees, $8,000.00.
pplies and Materials: Postage, forms, cards, and stationery, $730.00.
rrent Charges and Obligations: Dues and subscriptions, $18.00.
uipment: Library books, $120.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration and General Services	14	$65,583 00	$12,480 00	$2,105 00	$1,456 00	$75 00	$81,699 00
Furnishing Legal Services to Departments and City Council	14	77,136 00	13,132 00	620 00	342 00	240 00	91,470 00
Settlement of Claims and Defending Civil Actions	27	115,919 00	30,540 00	2,095 00	149 00	365 00	149,068 00
Handling Abatement Appeals and Delinquent Tax Liens	17	77,362 00	14,672 00	730 00	18 00	120 00	92,902 00
TOTALS	72	$336,000 00	$70,824 00	$5,550 00	$1,965 00	$800 00	$415,139 00

CITY CLERK DEPARTMENT

1–01–61

The City Clerk is elected by the City Council for the term of three years and has the care and custody of all record documents, maps, plans, and papers of the city for which no other department is responsible. He attends all meetings the City Council and maintains records of such meetings.

A—BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
1—Personal Services	$80,178 61	$77,603 16	$74,677 00	$75,758 87	$75,741 0
2—Contractual Services	3,914 93	8,009 83	4,000 00	5,325 00	5,285 0
3—Supplies and Materials	5,593 11	5,762 12	5,893 00	5,018 00	4,843 0
4—Current Charges and Obligations	170 00	180 00	192 00	172 00	167 0
5—Equipment	175 12	173 00	180 00	225 00	225 0
TOTALS	$90,031 77	$91,728 11	$84,942 00	$86,498 87	$86,261 0

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $71,800 0

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical and stenographic services, and prepares the official records of the city, containing all messages of the Mayor and orders, resolutions, and votes passed or adopted by the City Council. Claims for damages due to defects in the streets and damage to property incurred by employees of the instrumentalities of the city are processed, subcontractors' liens recorded, and venires of jurors drawn by the City Council prepared.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	$24,638 00	$3,470 00	$375 00	$147 00	$225 00	$28,855 00

Personal Services: City Clerk, Assistant City Clerk, 2 Principal Clerks.
Contractual Services: Servicing of office equipment, $25.00; attendance at conventions, $385.00; advertising of elections, ordinances and publi hearings, $3,000.00; binding, $60.00.
Supplies and Materials: Postage, forms, cards, and stationery, $375.00.
Current Charges and Obligations: Rental of a mail box, $10.00; subscriptions, $102.00; premium on surety bonds, $35.00.
Equipment: Library books, $225.00.

2. RECORDING, FILING OF LEGAL DOCUMENTS, AND ISSUANCE OF LICENSES

Responsible for the receiving, filing, or recording annually of approximately 26,000 documents, including personal property mortgages, business name certificates, married women's business certificates, assignments of wages, and other related documents or papers required by statute to be filed or recorded. This involves the receipt of the proper recording or filing fees, card indexing the documents, preparation of the documents for recording by the photographic and microphotographing process, and the subsequent preparation of the record books and indices for binding.

Sunday bowling licenses, commercial and family use shellfish permits, newsboys and bootblack licenses, and various other licenses are issued.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
13	$51,103 00	$1,815 00	$4,468 00	$20 00	$57,406 00

Personal Services: Head Administrative Clerk and 12 Clerical Employees.
Contractual Services: Servicing of office equipment, $175.00; printing, binding, and ruling of records of mortgages, $1,640.00.
Supplies and Materials: Postage, forms, cards, and stationery, $1,325.00; photographic paper, chemicals, and lamps, $3,143.00.
Current Charges and Obligations: Premium on surety bonds, $20.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	4	$24,638 00	$3,470 00	$375 00	$147 00	$225 00	$28,855 00
Recording, Filing of Legal Documents, and Issuance of Licenses	13	51,103 00	1,815 00	4,468 00	20 00	—	57,406 00
Totals	17	$75,741 00	$5,285 00	$4,843 00	$167 00	$225 00	$86,261 00

CITY DOCUMENTS

1–01–62

The cost of printing and binding the annual reports of city departments, and other publications ordered printed City Council or Mayor, is provided for by this appropriation.

A—BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
Contractual Services	$33,368 93	$33,938 98	$35,000 00	$35,000 00	$35,000 00

B—DEPARTMENTAL REVENUES

imated departmental revenues for 1956 None

C—PROGRAM

1. PRINTING AND BINDING OF CITY DOCUMENTS

ntractual Services: Printing and binding of City Documents, $35.000.00.

PLANNING

1–01–70

The planning activities of the city are carried on by the City Planning Board and the Board of Zoning Adjustme
The department's activities are carried on by two divisions, and a summary of the divisional appropriations is given belo

Title	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
City Planning Board	$73,476 83	$71,762 67	$90,320 00	$114,904 00	$95,595
Board of Zoning Adjustment	1,945 52	1,970 67	1,995 00	2,685 00	1,995
Rezoning Study	32,856 80	—	8,000 00	—	—
TOTALS	$108,279 15	$73,733 34	$100,315 00	$117,589 00	$97,590

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$69,820 88	$66,512 22	$93,560 00	$109,406 00	$91,060
2—Contractual Services	3,869 09	5,105 43	4,910 00	5,945 00	4,910
3—Supplies and Materials	896 47	948 06	1,080 00	1,015 00	840
4—Current Charges and Obligations	582 67	603 60	590 00	590 00	590
5—Equipment	253 24	564 03	175 00	633 00	190
Rezoning Study	32,856 80	—	—	—	—
TOTALS	$108,279 15	$73,733 34	$100,315 00	$117,589 00	$97,590

In the pages that follow the detail applicable to each of the two divisions of the department is presented.

CITY PLANNING BOARD

1–01–71

The City Planning Board has the responsibility of planning for the growth and improvement of the City of Boston. accomplish this function the Board develops data respecting the resources, possibilities, and needs of the city, and main- s a master plan for land use and improvements. The Board advises city departments regarding the planning of capital ects, and annually prepares a six-year program for capital improvements.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
Personal Services	$68,760 88	$65,452 22	$84,500 00	$108,346 00	$90,000 00
Contractual Services	3,176 65	4,472 82	4,225 00	4,745 00	4,225 00
Supplies and Materials	703 39	670 00	830 00	590 00	590 00
Current Charges and Obligations	582 67	603 60	590 00	590 00	590 00
Equipment	253 34	564 03	175 00	633 00	190 00
TOTALS	$73,476 93	$71,762 67	$90,320 00	$114,904 00	$95,595 00

B — DEPARTMENTAL REVENUES

mated departmental revenues for 1956 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General direction and control of the department. Provides general financial and clerical services.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	$26,100 00	$785 00	$305 00	$490 00	$27,680 00

onal Services: Director of Planning, Senior Planner, Head Clerk, and 3 Clerical Employees.
tractual Services: Telephone service, $25.00; messenger service, $100.00; servicing of office equipment, $80.00; newspaper clipping service, $100.00; convention travel, $480.00.
plies and Materials: Household supplies and materials, $15.00; postage, forms, cards, and stationery, $290.00.
ent Charges and Obligations: Dues and subscriptions, $490.00.

2. PREPARATION AND DEVELOPMENT OF PLANS AND PROGRAMS

Develops the master plan, prepares six-year capital improvements program, prepares reports on capital improvements red to the department, initiates necessary legislation, prepares city maps, and participates in exhibit work and meetings civic groups. Prepares proposed plan for the central area of the city, including land-use density proposals for residence, merce, and industry, plans for civic center, off-street parking, etc.; works with the Rezoning Study to determine rezoning icts in the central area; and prepares similar plans for outlying neighborhood areas.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
18	$63,900 00	$3,440 00	$285 00	$100 00	$190 00	$67,915 00

onal Services: 3 Principal Planners, 4 Senior Planners, Planning Illustrator, Senior Civil Engineering Draftsman, 3 Planning Assistants, Senior Engineering Aid, 5 Junior Planners.
tractual Services: Servicing of office equipment, $20.00; transportation of persons, $20.00; blueprinting, $300.00; professional services, $1,200.00; printing and binding, $1,500.00; correction of atlases, $400.00.
plies and Materials: Household supplies and materials, $35.00; postage, forms, cards, and stationery, $120.00; photographic supplies, $130.00.
ent Charges and Obligations: Dues and subscriptions, $100.00.
pment: Drafting equipment, $50.00; library books, $140.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
dministrative and General Services	6	$26,100 00	$785 00	$305 00	$490 00	—	$27,680 00
eparation and Development of Plans and Progress	18	63,900 00	3,440 00	285 00	100 00	$190 00	67,915 00
TOTALS	24	$90,000 00	$4,225 00	$590 00	$590 00	$190 00	$95,595 00

BOARD OF ZONING ADJUSTMENT, CITY PLANNING BOARD

1–01–72

The Board of Zoning Adjustment is authorized to establish and change zone boundaries and to review decisions the Board of Appeals granting height variances.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
1—Personal Services	$1,060 00	$1,060 00	$1,060 00	$1,060 00	$1,060
2—Contractual Services	692 44	632 61	685 00	1,200 00	685
3—Supplies and Materials	193 08	278 06	250 00	425 00	250
4—Current Charges and Obligations	—	—	—	—	—
5—Equipment	—	—	—	—	—
Totals	$1,945 52	$1,970 67	$1,995 00	$2,685 00	$1,995

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $200

C — PROGRAM

1. DETERMINATION OF PETITIONS FOR ADJUSTMENT OF ZONE BOUNDARIES

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
3	$1,060 00	$685 00	$250 00	$1,995 00

Personal Services: Director of Planning, Head Clerk, Principal Clerk and Stenographer.
Contractual Services: Messenger service, $60.00; travel expenses in connection with petitions for zoning changes, $25.00; advertising pub hearings, $250.00; blueprints of areas involved in zoning petitions, $50.00; reporting of public hearings, $300.00.
Supplies and Materials: Postage, $25.00; forms, cards, and stationery, $225.00.

REAL PROPERTY DEPARTMENT

1–01–80

The Real Property Department has general responsibility for the care and disposal of property acquired for taxes l surplus real estate belonging to the City of Boston, and for the operation and maintenance of municipal and court ldings not assigned to a specific department.

The department's activities are carried on by three divisions, and a summary of the divisional appropriations is given ow:

Title	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
perty Division	$81,585 41	$84,754 15	$100,462 00	$121,343 00	$104,036 00
ildings Division (City Buildings)	1,023,682 52	1,019,126 99	1,032,841 00	1,243,371 00	1,100,740 00
rket Division	30,316 99	31,259 09	31,583 00	32,126 00	32,046 00
TOTALS	$1,135,584 92	$1,135,140 23	$1,164,886 00	$1,396,840 00	$1,236,822 00

The above tabulation does not include the appropriation of $207,200.00 for the operation of the county buildings tained in the County Section, which will be administered by the Buildings Division.

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
-Personal Services	$753,403 46	$732,386 00	$739,806 00	$795,620 00	$741,842 00
-Contractual Services	259,274 83	276,195 79	291,853 00	370,430 00	301,155 00
-Supplies and Materials	46,782 47	50,243 09	49,435 00	56,765 00	53,815 00
-Current Charges and Obligations	75,385 47	75,920 74	82,992 00	78,745 00	73,540 00
-Equipment	738 69	394 61	800 00	5,580 00	1,470 00
-Structures and Improvements	—	—	—	89,700 00	65,000 00
TOTALS	$1,135,584 92	$1,135,140 23	$1,164,886 00	$1,396,840 00	$1,236,822 00

In the pages that follow the detail applicable to each of the three divisions of the department is presented.

PROPERTY DIVISION, REAL PROPERTY DEPARTMENT

1–01–00

The Property Division has the responsibility for the care and disposal of all real estate belonging to the city whi is not held by other departments for specific municipal purposes. It also has the duty of providing off-street parking wh necessary and advisable. It administers leases on a long-term basis for three downtown sites on which parking gara have been erected, and leases two parking lots on an annual basis. Four suburban parking lots are operated, in which met have been installed for the collection of fees.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommend by Mayor
1—Personal Services	$47,858 52	$53,511 34	$58,100 00	$70,733 00	$64,641
2—Contractual Services	29,206 22	27,157 15	37,650 00	42,200 00	34,800
3—Supplies and Materials	778 22	730 37	650 00	1,200 00	800
4—Current Charges and Obligations	3,677 45	3,261 91	3,987 00	3,655 00	3,655
5—Equipment	65 00	93 38	75 00	3,555 00	140
TOTALS	$81,585 41	$84,754 15	$100,462 00	$121,343 00	$104,036

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $632,000

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Maintenance of records and accounting for all mor received from sale of city-owned property. Provides engineering services to determine the need for off-street parki facilities and preparation of plans for such developments.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	$43,860 00	$100 00	$765 00	$155 00	$140 00	$45,020 00

Personal Services: Commissioner of Real Property, Executive Secretary, Civil Engineer, 7 Clerks, 2 Temporary Employees for va tion relief, $516.
Contractual Services: Servicing of office equipment, $100.00.
Supplies and Materials: Paper cups, $15.00; postage, $150.00; forms, cards, and stationery, $600.00.
Current Charges and Obligations: Rental of water cooler, $65.00; dues and subscriptions, $90.00.
Equipment: Library books, $90.00; desk lamps, $50.00.

2. CARE AND DISPOSAL OF FORECLOSED REAL ESTATE AND SURPLUS MUNICIPAL PROPERTY

Maintenance care and disposal by auction of property acquired by foreclosure of title or transferred to the depa ment by order of the City Council. At the time of preparing the budget, the number of parcels held totaled 2,900 which 69 were real estate, and 2,831 were vacant lots. During the year 1955, 544 parcels were sold, at a total sale va of $266,520.00.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	$20,781 00	$34,700 00	$35 00	$3,500 00	$59,016 00

Personal Services: Real Estate Custodian, 2 Assistant Real Estate Custodians, Auctioneer, Constable.
Contractual Services: Steam service, $600.00; repairs: carpentry, $800.00; electrical, $200.00; plumbing and steamfitting, $500.00; roofing masonry, $400.00; advertising for sale of city-owned properties at public auction, $4,000.00; appraisal of properties to be sold, $2,500. carfares for purpose of inspecting properties, $100.00; fees to takings and plans, $100.00; printing and binding, $500.00; demolition of uns buildings and cleaning of city-owned land, $25,000.00.
Supplies and Materials: Ash cans, $10.00; photographic supplies, $25.00.
Current Charges and Obligations: Hold-up insurance, fidelity bonds, insurance on Houghton-Dutton Building, $3,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Tota
1. Administrative and General Services	10	$43,860 00	$100 00	$765 00	$155 00	$140 00	$45,020
2. Care and Disposal of Foreclosed Real Estate and Surplus Municipal Property	5	20,781 00	34,700 00	35 00	3,500 00	—	59,016
TOTALS	15	$64,641 00	$34,800 00	$800 00	$3,655 00	$140 00	$104,036

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT

1–01–84

The Buildings Division is responsible for the care and management of city buildings not held by specific departments. Thirty-one major buildings are operated, including the City Hall and City Hall Annex.

These buildings are located in many parts of the city and are used by the courts and municipal departments, federal draft boards, civilian defense boards, and others. The buildings are frequently opened to the public after hours for civic and other meetings. The total area of office and court space in these buildings is 714,905 square feet.

In addition to the city-owned buildings, the department is responsible for the leasing of office space for 2 departments occupying quarters outside of City Hall, as well as the care and maintenance of 10 buildings leased to veteran organizations.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
—Personal Services	$677,640 55	$650,295 23	$652,766 00	$695,686 00	$648,000 00
—Contractual Services	228,770 57	247,575 11	252,900 00	326,800 00	264,950 00
—Supplies and Materials	44,894 69	48,308 59	47,450 00	54,075 00	51,575 00
—Current Charges and Obligations	71,703 02	72,646 63	79,000 00	75,085 00	69,885 00
—Equipment	673 69	301 23	725 00	2,025 00	1,330 00
—Structures and Improvements	—	—	—	89,700 00	65,000 00
TOTALS	$1,023,682 52	$1,019,126 79	$1,032,841 00	$1,243,371 00	$1,100,740 00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956	$33,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Provides clerical and financial services, maintains reports and statistics, processes all personnel actions, audits time records, prepares payrolls. Conducts periodic inspections of buildings, structures, and utilities under direct control of the division. Prepares plans for repair work; supervision and approval for payment of repair work performed satisfactorily by contractors.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	$38,003 00	$1,150 00	$875 00	$25 00	$280 00	$40,333 00

Personal Services: Performance under this program is divided among the following sections:
Administrative and General Services Division: Assistant Commissioner of Real Property, Head Clerk, and 3 Clerical Employees.
Inspection Section: 3 Inspectors, Mechanic.
Contractual Services: Servicing of office equipment, $50.00; carfare and mileage, $700.00; advertising, $200.00; mimeographing and duplicating services, $100.00; printing and binding, $100.00.
Supplies and Materials: Medical, first aid supplies, $75.00; forms, cards, stationery, and postage, $800.00.
Current Charges and Obligations: Premium on surety bond, $25.00.
Equipment: Office chairs, lockers, $100.00; library books, $80.00; engineering equipment, $100.00.

2. CARE, OPERATION, AND MAINTENANCE OF CITY HALL AND CITY HALL ANNEX

Responsible for the care and operation of the heating plant in City Hall and City Hall Annex, minor repairs to building, equipment, furnishings, and maintenance of elevators. Provides telephone exchange service for all offices in City Hall and City Hall Annex, and acts as the clearing house for all telephone calls. The switchboard is an 8-position board with approximately 400 stations and 50 trunk lines. The number of calls annually is approximately as follows: outgoing 1,375,000; incoming 1,250,000; and long distance calls, 4,450. It is also responsible for the operation of 8 elevators in City Hall Annex and 2 in City Hall. Daily cleaning of 224,915 square feet of floor space.

Buildings Division, Real Property Department — Continued

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
92	$270,268 00	$117,000 00	$9,300 00	$640 00	$675 00	$21,000 00	$418,883 00

Personal Services: Performance under this program is divided among the following sections:
Maintenance Section: Plant Superintendent, Chief Power Plant Engineer, 3 Stationary Engineers, 4 Steam Firemen, 4 Mechanics.
Telephone Section: Chief Telephone Operator, 11 Telephone Operators.
Custodial Section: Superintendent, 49 Custodial Workers, 4 Steam Firemen, 2 Watchmen, Matron, Storekeeper.
Elevator Section: Chief Elevator Operator, 8 Elevator Operators.
Vacation supply, $1,089.00, 3 Steam Firemen.
Overtime allowance, $3,000.00 for Saturdays, Sundays, holidays, and emergency repairs to elevators.
Contractual Services: Telephone service, $55,000.00; electricity, $22,000.00; gas for fuel, $1,000.00; repairs: carpentry, $3,000.00; electrica $2,500.00; plumbing and steamfitting, $10,000.00; painting and plastering, $8,000.00; roofing, $500.00; linoleum, $1,500.00; miscellaneou $6,500.00; servicing of equipment, $800.00; cleaning windows, $1,800.00; towel service, $2,200.00; servicing fire alarm system, $400.00; r pairing and servicing elevators, $1,800.00.
Supplies and Materials: Coal and fuel oil, $8,000.00; cleaning soaps and powders, disinfectants, toilet tissue, electrical light bulbs, misce laneous cleaning supplies, $1,000.00; repair parts and materials, nonautomotive, $300.00.
Current Charges and Obligations: Rental time clocks, $200.00; chairs, $90.00; water coolers, $350.00.
Equipment: Office chairs, lockers, benches, $150.00; wheelbarrows, ash barrels, $300.00; fire extinguishers, $150.00; federal and state and ci flags, $75.00.
Structures and Improvements:
710—Buildings and Improvements:
City Hall: Tar and gravel roof and repairs to skylights and metal work, $4,500.00; install new risers from panel board to meter roo $2,000; install new outlets and fixtures throughout building, $2,000.00.
City Hall Annex: Complete retubing of No. 2 boiler, $5,500.00; install new A. C. service in building to switchboard, $7,000.00.

3. CARE, OPERATION, AND MAINTENANCE OF OTHER CITY-OWNED BUILDINGS

Care and operation of heating units; minor repairs to buildings and installed utilities, equipment, and furnishing care and daily cleaning of 490,000 square feet of floor space and the outside area of 17 buildings.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
101	$339,729 00	$141,950 00	$37,200 00	$48,270 00	$375 00	$44,000 00	$611,524 00

Personal Services: 2 Building Maintenance Supervisors, 3 Stationary Engineers, 19 Steam Firemen, 76 Custodial Workers, Watchman, Vacatio supply, $4,911.00, 2 Matrons, 13 Custodial Workers. Overtime allowance, $9,000.00 for services required on Saturdays, Sundays, holiday and in emergencies.
Contractual Services: Electricity, $28,000.00; gas and fuel, $2,000.00; repairs: carpentry, $11,500.00; electrical, $9,800.00; plumbing an steamfitting, $27,725.00; painting and plastering, $35,500.00; roofing, $3,200.00; linoleum, $4,150.00; miscellaneous, $16,125.00; repair an servicing machinery, $350.00; repairing furniture, $1,250.00; repairs, water coolers, $200.00; servicing outside tower clocks, $350.00; servicin elevators, $175.00; extermination of vermin, $1,500.00; fire alarm service, $125.00.
Supplies and Materials: Fuel oil and coal, $30,000.00; cleaning soaps, powders, toilet tissue, $1,000.00; disinfectants, $300.00; brooms, mop $1,000.00; electric light bulbs, $1,000.00; miscellaneous household and custodial supplies, $1,200.00; building supplies: lumber and hardwar $1,000.00; electrical, $500.00; plumbing and steamfitting, $800.00; repair parts, nonautomotive, $300.00; snow removal supplies, $100.0
Current Charges and Obligations: Rentals: space in office buildings for city departments—Law Department (11 Beacon street), $28,60 Veterans' Services Department (14 State street), $5,720.00; (18 Oliver street), $12,000.00; truck for removal of trash from City Hall an City Hall Annex, $1,800.00; water coolers, $150.00.
Equipment: Folding chairs, lockers, $150.00; fire extinguishers and fire hose, $150.00; federal, state, and city flags, $75.00.
Structures and Improvements:
700—Buildings and Improvements:
Dorchester Municipal Building: Resurface entire roof; repair flashing, replace gutters, $5,500.00.
Hyde Park Municipal Building: Remove defective boiler, furnish and install boiler with oil burner, $5,000.00.
Oak and Tyler Street: New gravel roof, skylight, gutters and metal work, $6,000.00.
Old State House: Remove and rebuild section of rear wall, $7,500.00.
Quincy Market: General repairs, bilge pumps, sump pumps, motors throughout building, $8,000.00; install A.C. service with risers an switches, $4,000.00.
South Boston Municipal Building: Remove and install new windows and frames in Assembly Hall, $3,000.00.
Maurice J. Tobin Memorial Building: Remove and replace retaining wall side and rear of parking area, $5,000.00.

4. PROVIDING FACILITIES FOR USE OF THE ORGANIZED MILITIA

Providing as required by existing statutes adequate facilities for drill, housekeeping services, and suitable outdo range for small-arms practice for certain units of the armed forces of the Commonwealth.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
—	—	$4,850 00	$4,200 00	$20,950 00	$30,000 00

Contractual Services: Electricity, $4,750.00, gas, $100.00.
Supplies and Materials: Fuel, oil, $4,000.00; electric light bulbs, $200.00.
Current Charges and Obligations: Rental, First Corps Cadet Armory, $14,800.00; payment for use of rifle range, $6,000.00; taxes for wate $150.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Services	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	9	$38,003 00	$1,150 00	$875 00	$25 00	$280 00	—	$40,333 00
Care, Operation, and Maintenance of City Hall and City Hall Annex	92	270,268 00	117,000 00	9,300 00	640 00	675 00	$21,000 00	418,883 00
Care, Operation, and Maintenance of Other City-owned Buildings	101	339,729 00	141,950 00	37,200 00	48,270 00	375 00	44,000 00	611,524 00
Providing Facilities for Use of the Organized Militia	—	—	4,850 00	4,200 00	20,950 00	—	—	30,000 00
Totals	202	$648,000 00	$264,950 00	$51,575 00	$69,885 00	$1,330 00	$65,000 00	$1,100,740 00

MARKET DIVISION, REAL PROPERTY DEPARTMENT

1–01–86

The Market Division of the Real Property Department is responsible for the leasing of the upper area of Quincy arket and of the city public market area of the Faneuil Hall Market for the sale of perishable merchandise. This market ea includes the lower floor of the buildings called New Faneuil Hall and Quincy Market, and the sidewalks and cellars these buildings. The division is also responsible for the collection of rents, for the preservation of order, the destruction food unfit for sale, and the approval of the installation of utilities and appliances in the market buildings. The market cility operates 24 hours a day.

There are 51,000 square feet of rentable space in the market area, which is leased to 66 tenants.

A—BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
—Personal Services	$27,904 69	$28,579 43	$28,940 27	$29,201 00	$29,201 00
—Contractual Services	1,297 74	1,463 53	1,303 00	1,430 00	1,405 00
—Supplies and Materials	1,109 56	1,204 13	1,335 00	1,490 00	1,440 00
—Current Charges and Obligations	5 00	12 00	5 00	5 00	—
Totals	$30,316 99	$31,259 09	$31,583 27	$32,126 00	$32,046 00

B—DEPARTMENTAL REVENUES

stimated departmental revenues for 1956 $116,000 00

C—PROGRAM

1. OPERATION OF A MARKET FACILITY

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
7	$29,201 00	$1,405 00	$1,440 00	$32,046 00

rsonal Services: Superintendent, Assistant Superintendent, Clerk, 4 Custodial Workers. Temporary Employee for vacation relief, $404.00. Overtime allowance, $100.00 for services required due to emergencies and absences of regular personnel due to illness.

ntractural Services: Telephone service, $200.00; electricity, $900.00; gas service, radiators, public toilets, $200.00; servicing electric clock, $27.00; towel service, $18.0; printing, $60.00.

pplies and Materials: 9,000 gallons fuel oil, $1,000.00; soaps, brooms, light bulbs, toilet tissue, $300.00; medical first aid kit supplies, $5.00; forms, cards, stationery, postage, $75.00; refill fire extinguishers, $20.00; electrical supplies, $10.00; snow removal supplies, $30.00.

BOSTON RETIREMENT BOARD

1–01–91

The Boston Retirement Board is responsible for the processing of all retirements under the Boston and the State-Boston Retirement Systems and maintains the administrative and financial accounts relative to both systems. Under the first system, 4 per cent is deducted from members' compensation and this amount is matched by the city, thus creating a reserve for the payment of retirement allowances as they arise. Under the second system, the employee contributes 5 per cent, but no contribution is made by the city until the time that actual retirement arrives.

At the present time the Boston System has 1,750 members as against 18,000 in the other system. The expenses of the Board are allocated 10 per cent to the Boston System and 90 per cent to the State-Boston System. Under existing law, the allocation for the latter system is paid over to the Collector-Treasurer at the beginning of each year, and the expenses, as they arise, are charged against this allowance.

A—BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
1—Personal Services	$87,267 94	$61,690 93	$93,209 10	$97,413 00	$95,595 00
2—Contractual Services	15,592 02	13,796 76	16,695 00	23,400 00	23,400 00
3—Supplies and Materials	2,883 44	985 92	3,900 00	3,400 00	3,400 00
4—Current Charges and Obligations	1,003 25	5,985 52	210 00	250 00	150 00
5—Equipment	142 56	335 53	90 00	90 00	90 00
Totals	$106,889 21	$82,794 66	$114,104 10	$124,553 00	$122,635 00

B—DEPARTMENTAL REVENUE

Estimated departmental revenue for 1956 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Administers the work of the department, subject to the approval of the Board; prepares the annual budget; requisitions supplies and prepares annual report; supervises the financial operation of the two systems; interviews members claiming disability and determines eligibility; prepares veterans' retirement cases and prepares minutes of and takes hearings on disability cases.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	$37,572 00	$8,600 00	$275 00	$150 00	$90 00	$46,687 00

Personal Services: Executive Officer, Assistant Executive Officer, Disability Pension Analyst, 5 Clerical Employees.
Contractual Services: Servicing of office equipment, $50.00; transportation for board member, $50.00; professional services of medical panel $4,000.00; medical service of 3 board members at $1,500 each annually, $4,500.00.
Supplies and Materials: Postage, forms, cards, and stationery, $275.00.
Current Charges and Obligations: Rental of safety deposit vault, $150.00.
Equipment: Library books, $90.00.

2. MAINTENANCE OF RETIREMENT SYSTEMS

Calculates all retirements under both systems; maintains master account cards for active members and retirement allowance payment cards for retired members; prepares monthly pension rolls; and maintains statistical records. Maintains current accounts for each member of the systems; posts retirement deductions on a cumulative basis; prepares statistical data and reports; makes refunds to resigned and deceased members; provides information on retirement laws to members; enrolls new entrants and maintains an index of all members; keeps account plate for each member for circular notices regarding legislation, changes in the law, benefits, etc.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
17	$58,023 00	$14,800 00	$3,125 00	$75,948 00

Personal Services: Performance under this program is divided among the following sections:
Master Card Section: Head Pension Examiner, 2 Principal Pension Examiners, 5 Clerical Employees.
Machine Posting Division: Head Clerk, 8 Clerical Employees.
Temporary Employees: Vacation supply, $1,032.00. Overtime to notify all members of amount of annuity savings fund, $1,500.00.
Contractual Services: Servicing of office equipment, $700.00; printing and binding of notices to members, $600.00; actuarial services, $6,500.00; preparation and tabulation of trial balances of members' accounts, $7,000.00.
Supplies and Materials: Postage, forms, cards, and stationery, $3,125.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
dministrative and General Services	8	$37,572 00	$8,600 00	$275 00	$150 00	$90 00	$46,687 00
laintenance of Retirement Systems	17	58,023 00	14,800 00	3,125 00	—	—	75,948 00
TOTALS	25	$95,595 00	$23,400 00	$3,400 00	$150 00	$90 00	$122,635 00

FINANCE COMMISSION

1–01–93

The Finance Commission is authorized to investigate matters relating to appropriations, loans, expenditures, a counts, and methods of administration affecting the City of Boston or the County of Suffolk, or any department there that may appear to the commission to require investigation, and to report thereon to the Mayor, the City Council, t Governor, or the General Court.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$43,774 52	$45,650 62	$47,350 00	$44,670 00	$44,670
2—Contractual Services	2,035 68	2,335 04	3,025 00	2,725 00	2,725
3—Supplies and Materials	346 83	330 67	525 00	525 00	525
4—Current Charges and Obligations	6,076 34	5,985 52	8,725 00	11,780 00	11,780
5—Equipment	172 50	265 53	375 00	300 00	300
TOTALS	$52,405 87	$54,567 38	$60,000 00	$60,000 00	$60,000

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	$19,570 00	$2,475 00	$325 00	$5,903 00	$300 00	$28,573 00

Personal Services: Chairman, Executive Secretary, and 2 Clerical Employees. Temporary employees, $500.00.
Contractual Services: Telephone and telegraph services, $500.00; electricity, $200.00; servicing of office equipment, $100.00; printing of ann report, $1,600.00; towel service, $75.00.
Supplies and Materials: Household supplies, $50.00; postage, forms, cards, and stationery, $200.00; twine and wrapping paper, $75.00.
Current Charges and Obligations: Rent of office space, $5,600.00; rental of water cooler and electric clock, $93.00; dues, $10.00; newspa subscriptions, $200.00.
Equipment: Library books, $300.00.

2. INVESTIGATION AND RESEARCH

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	$25,100 00	$250 00	$200 00	$5,877 00	$31,427 00

Personal Services: Investigator-Inspector (Engineer), Examiner-Investigator (Administrative-Researcher), 2 Clerks (Administrative-Analyst
Contractual Services: Carfares of investigators, $250.00.
Supplies and Materials: Postage, forms, cards, and stationery, $200.00.
Current Charges and Obligations: Special investigations, $5,877.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Tota
1. Administrative and General Services	4	$19,570 00	$2,475 00	$325 00	$5,903 00	$300 00	$28,573
2. Investigation and Research	4	25,100 00	250 00	200 00	5,877 00	—	31,427
TOTALS	8	$44,670 00	$2,725 00	$525 00	$11,780 00	$300 00	$60,000

POLICE DEPARTMENT

1–02–11

The Police Department is directed by a Police Commissioner who is appointed by the Governor. The Commissioner as power under the law to appoint, establish, and organize the department and to make all necessary rules and regulations r its efficiency.

The primary functions of the Police Department are the prevention of crime; the detection and apprehension of fenders if crime is committed; the protection of life and property; the preservation of public tranquillity; and the enrcement of laws and ordinances. Each year the department lists residents twenty years of age or more for registration voters.

The area under the jurisdiction of the department totals 44,347 square miles, containing a population of 801,444, shown by the census of 1950.

An average of 98,000 arrests is effected annually.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
—Personal Services	$12,777,293 63	$12,847,407 64	$13,060,000 00	$13,924,736 00	$13,650,000 00
—Contractual Services	408,413 08	430,435 45	421,000 00	438,270 00	427,600 00
—Supplies and Materials	438,993 83	423,862 13	390,200 00	403,242 00	394,200 00
—Current Charges and Obligations	7,321 73	9,184 05	9,000 00	11,685 00	10,250 00
—Equipment	127,671 72	96,692 27	13,800 00	83,180 00	14,800 00
—Structures and Improvements	—	—	20,000 00	—	—
TOTALS	$13,759,693 99	$13,807,581 54	$13,914,000 00	$14,861,113 00	$14,496,850 00

B — DEPARTMENTAL REVENUE

stimated departmental revenues from sale of licenses, permits, second-hand articles, damage to police property. $113,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Formulates policy; directs entire police program; processes appointments, promotions, and separations in accordance ith the law; maintains personnel files and assignment records; determines medical fitness of members of uniformed force; nd keeps various records of the Police Department.

Prepares payrolls and maintains payroll records; audits and records departmental expenditures; furnishes budget stimates; tabulates and compiles statistics on police operations; prepares and records all licenses granted by Police Comissioner; processes applications forwarded by Licensing Board, city and state departments for police investigation, and s responsible for all money received and disbursed by the department.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
31	$145,552 00	$13,050 00	$18,157 00	$1,247 00	$2,800 00	$180,806 00

ersonal Services: Performance under this program is divided among the following sections:
Commissioner's Office: Commissioner, Medical Examiner, Secretary, 2 Assistant Secretaries, 4 Clerical Employees.
Chief Clerk's Office: Chief Clerk (Captain), Lieutenant, 20 Clerical Employees.
ontractual Services: Servicing of office equipment, $1,750.00; advertising, $1,200.00; legal services, $8,100.00; other professional services, $300.00; printing of annual report, $750.00; other printing and binding, $950.00.
upplies and Materials: Postage, forms, cards, and stationery, $10,600.00; medallions for hackney carriages, etc., $7,557.00.
urrent Charges and Obligations: Dues and subscriptions, $1,247.00.
quipment: Library books, $2,800.00.

2. LAW ENFORCEMENT

Responsible for the enforcement of all laws, ordinances, and regulations which the police have authority to execute. he staff of the office of the Superintendent of Police includes the Inspector of Divisions, the Inspector of Carriages, and pecial Service, Vice and Gaming Units.

There are 17 Police Divisions located in various parts of the city. These divisions use 119 automobiles, 38 other otor vehicles, and 35 motorcycles. The Harbor Police maintain day and night patrol service by the 4 police boats. One ivision has 12 saddle horses for use in parades, traffic and escort work, etc.

Police Department — Continued

The Traffic Division is responsible for the enforcement of statutes, ordinances, rules, and regulations pertaining t traffic in downtown Boston, the processing of parking violations for the entire department, and the development of a safet educational program for school children and the general public. It is estimated that 1,500,000 vehicles use the city's street daily. The officers of the Traffic Division issue about 283,527 parking violation notices annually and officers of the othe Police Divisions, 222,452 notices.

The Crime Prevention Bureau operates a program for the prevention of delinquency among juveniles and for th rehabilitation of maladjusted children.

The Bureau of Criminal Investigation is composed of several units, namely: Identification, Homicide, Ballistic Chemical Laboratory, Lost, Found, and Stolen Property, and Missing Persons.

Detectives assigned to the Detective Bureau are detailed to the Bureau of Criminal Investigation and the variou Police Divisions.

The House of Detention is maintained for women who are arrested in the city and who, unless otherwise released are held in charge of the Chief Matron until the next session of the court before which they are to appear. Approximatel 2,850 women are detained annually.

The City Prison is maintained for males who are arrested in the city for offenses the prosecution of which is withi the jurisdiction of the Central Municipal Court, and who, unless otherwise released, are held in charge of the keeper unt the next session of the court before which they are to appear. The average number of persons held annually is 13,000

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2,843	$12,660,830 00	$146,175 00	$324,285 00	$8,735 00	$4,650 00	$13,144,675 00

Personal Services: Performance under this program is divided among the following sections:
Superintendent's Office: Superintendent of Police, 2 Captains, Lieutenant, 2 Sergeants, 13 Patrolmen, 2 Clerical Employees.
Uniform Divisions: Deputy Superintendent, 19 Captains, 61 Lieutenants, 173 Sergeants, 2,047 Patrolmen.
Regulation and Control of Traffic: Deputy Superintendent, Captain, 5 Lieutenants, 10 Sergeants, 186 Patrolmen.
Crime Prevention Bureau: Captain, 2 Policewomen-Detectives, 10 Policewomen, Patrolman, Clerical Employee.
Bureau of Criminal Investigation: Deputy Superintendent, 5 Captains, Lieutenant, 4 Sergeants, 17 Patrolmen, Biological Chemist, Assistan Biological Chemist, 12 Clerical Employees.
Detective Bureau: 10 Lieutenant-Detectives, 29 Sergeant-Detectives, 175 Detectives.
House of Detention: Chief Matron, Assistant Chief Matron, 11 Assistant Matrons, 3 Cleaners, Janitress.
City Prison: Captain, Lieutenant, 6 Sergeants, 22 Patrolmen.
Overtime allowance for legal holidays, primary, and election days, parades, etc., $460,000.00.
Contractual Services: Repairs and servicing of equipment, $40,850.00; travel expenses, $22,600.00; medical, dental, and laboratory services $14,025.00; services of diver, $300.00; mailing and letter service for parking violation notices, $58,000.00; cleaning services, uniform, caps, etc $8,000.00; veterinary, stable, and horseshoeing services, etc., $1,700.00; expert services, $700.00.
Supplies and Materials: Gasoline and diesel oil, $78,000.00; lubricating oil and grease, $5,000.00; tires and tubes, $10,000.00; repair parts an accessories, $12,000.00; food for prisoners, $10,000.00; coal, fuel oil, and kerosene, $33,300.00; medical supplies, $700.00; postage, forms cards, and stationery, $52,400.00; ammunition, targets, tear gas, etc., $7,500.00; general operating supplies for boats, ballistics, etc., $6,000.00 cloth for wearing apparel and making of same, $100,385.00; photographic supplies, $4,000.00; stable supplies, $5,000.00.
Current Charges and Obligations: Dues and subscriptions, $2,735.00; rentals of garages and storage, $6,000.00.
Equipment: Engineering and scientific equipment, $300.00; fire-fighting equipment, $265.00; cots, stretchers, etc., $90.00; saddles, bridles, con passes, revolvers, rifles, etc., $3,995.00.

3. MAINTENANCE AND CONTROL OF COMMUNICATIONS

The Bureau of Operations controls communications equipment, consisting of telephone, teletype, radio, and telegraph and through its facilities directs movement of radio cars, police boats, and ambulances.

The Signal Service Unit maintains the signal service system; supervises all telephone and teletype installations makes minor teletype repairs; services electrical equipment; installs wiring throughout the department; and provides sign for marking taxicab stands.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
82	$370,149 00	$62,900 00	$26,558 00	$268 00	$6,250 00	$466,125 00

Personal Services: Performance under this program is divided under the following sections:
Bureau of Operations: Captain, 4 Lieutenants, 6 Sergeants, 39 Patrolmen, 10 Telephone Operators.
Signal Service Unit: Director, Assistant Director, 20 Mechanical Employees.
Contractual Services: Telephone service, $55,000.00; repairs and servicing of equipment, $7,900.00.
Supplies and Materials: Signal traffic control fire-fighting supplies and materials, $21,058.00; radio transmitter parts and materials, $5,500.0
Current Charges and Obligations: Dues and subscriptions, $268.00.
Equipment: Signal equipment, $5,900.00; electrical and mechanical equipment, $350.00.

4. MAINTENANCE AND REPAIR OF POLICE BUILDINGS AND EQUIPMENT

The Property Clerk's Section is responsible for the maintenance of police buildings and shops and for servicing de partment automobiles and motorcycles; has charge of lost, stolen, and abandoned property and articles taken from person arrested for any cause; and procures all supplies, uniforms, and equipment.

Annual statistics of this office are as follows: 6,004 repair jobs of departmental automobiles; 361 repair jobs of motor cycles; 18 buildings maintained.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
114	$433,469 00	$106,250 00	$25,200 00	$1,100 00	$566,019 00

sonal Services: Property Clerk, Lieutenant, Sergeant, 6 Clerical Employees, Assistant Superintendent of Public Buildings, 2 Working Foremen-Auto Mechanics, 2 Diesel and Gasoline Operators, 14 Auto Mechanics, 86 Mechanical Employees.
ıtractual Services: Electricity, $35,000.00; gas, fuel, $3,500.00; heating Station 1, $5,500.00; repairs and servicing of buildings and structures: carpentry and electrical, $1,000.00; plumbing and steamfitting, $10,500.00; painting, plastering, roofing, masonry, etc., $33,500.00; repairs and servicing of equipment, $9,500.00; paint and repair flagpoles, $173.00; inspection of elevators, $1,877.00; cleaning, laundering, bedding, etc., $4,800.00; freight and express ,$900.00.
›plies and Materials: Heating supplies and materials, $3,700.00; laundry, cleaning, custodial supplies and materials, $18,500.00; building supplies and materials, $800.00; paint, hardware, machine parts, etc., $300.00; tools and instruments, $1,900.00.
ıipment: Office furniture, $800.00; auto lift, $300.00.

5. POLICE LISTING SERVICE

The Police Department lists residents twenty years of age or more each year for registration of voters. Many mem-s of the department perform this duty on off-duty day and they are compensated for such additional hours of service their regular hourly rate.

Personal Services Amount	Contractual Services	Total
$40,000 00	$99,225 00	$139,225 00

sonal Services: It is estimated that approximately 4,500 man days are consumed in listing voters in addition to the $40,000.00 listed above as overtime.
ıtractual Services: Services and materials for preparing police list, $20,300.00; printing police lists, $75,000.00; other supplies for police listing, $3,925.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	31	$145,552 00	$13,050 00	$18,157 00	$1,247 00	$2,800 00	$180,806 00
Law Enforcement	2,843	12,660,830 00	146,175 00	324,285 00	8,735 00	4,650 00	13,144,675 00
Maintenance and Control of Communications	82	370,149 00	62,900 00	26,558 00	268 00	6,250 00	466,125 00
Maintenance and Repair of Police Buildings and Equipment	114	433,469 00	106,250 00	25,200 00	—	1,100 00	566,019 00
Police Listing Service		40,000 00	99,225 00	—	—	—	139,225 00
TOTALS	3,070	$13,650,000 00	$427,600 00	$394,200 00	$10,250 00	$14,800 00	$14,496,850 00

FIRE DEPARTMENT

1–02–21

The Fire Department is responsible for extinguishing fires, the prevention of fires, and the protection of life a property.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$10,068,637 67	$9,775,802 26	$9,475,000 00	$9,971,354 00	$9,884,000
2—Contractual Services	223,889 69	200,351 40	271,500 00	296,730 00	229,630
3—Supplies and Materials	377,755 70	351,661 51	376,515 00	408,929 50	371,115
4—Current Charges and Obligations	5,715 61	8,867 22	6,391 00	6,391 00	6,361
5—Equipment	114,633 49	151,552 99	113,620 00	344,430 00	105,252
Totals	$10,790,632 16	$10,488,235 38	$10,243,026 00	$11,027,834 50	$10,596,358

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $115,207

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial servic maintains reports and statistics of all fires, keeps personnel records, performs cleaning and other custodial work in t Headquarters Building, and ministers to the religious needs of the department.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
56	$219,802 71	$14,180 00	$2,615 00	$195 50	$164 00	$236,957 21

Personal Services: Performance under this program is divided among the following sections:
Administrative Section: Commissioner, Medical Examiner, Executive Secretary, 2 Clerical Employees, 3 Fire Fighters.
General Services Section: 3 Head Clerks, 13 Clerical Employees, 5 Fire Fighters.
Payroll Section: Head Clerk, 4 Clerical Employees.
Chaplain Section: 3 Chaplains, 2 Fire Fighters.
Custodial Section: 8 Fire Fighters, 9 Custodial Workers (Janitresses).
Overtime: Closing accounts, $1,000.00.
Contractual Services: Telephone service, $10,500.00; servicing office equipment, $400.00; advertising, $500.00; cleaning of windows, $1,300.
medical examinations, $200.00; musical instructor, $780.00; printing and binding, $500.00.
Supplies and Materials: Gasoline and oil, $600.00; food, $15.00; postage, forms, cards, and stationery, $2,000.00.
Current Charges and Obligations: Dues and subscriptions, $195.50.
Equipment: Library books, $164.00.

2. EXTINGUISHING FIRES AND PROTECTING LIFE AND PROPERTY

Responsible for the extinguishment of fires and the protection of life and property in emergencies. Available facilit include 45 Engine Companies, 5 Engine Squads, 30 Ladder Companies, 1 Rescue Company, 2 Water Tower Compani 3 Mobile Lighting Plants, 2 Fireboats, and 2 High Pressure Stations.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1,919	$8,575,056 61	$18,000 00	$117,500 00	$5,520 50	$63,918 00	$8,779,995 11

Personal Services: Performance under this program is divided among the following sections:
Headquarters Section: Chief of Department, 2 Assistant Fire Chiefs, 2 Deputy Chiefs, 2 District Chiefs, 4 Captains, 4 Lieutenants, 16 F Fighter-Aides.
Maintenance Section: Engineer in Charge, Assistant Engineer in Charge, 12 Engineers—High Pressure.
Fire Fighting Force: 2 Assistant Fire Chiefs, 5 Deputy Chiefs, 42 District Chiefs, 80 Captains, 204 Lieutenants, Chief Marine Engine 8 Fire Fighter-Masters, 9 Fire Fighter-First Engineers, 10 Fire Fighter-Second Engineers, 1,513 Fire Fighters.
Provision for overtime pay, as provided by city ordinance, for members of the department required to work on holidays, $178,000.00.

ıtractual Services: Servicing office equipment, $200.00; repairs and servicing hydrant chucks, nozzles, inhalators, and chemox mask, $3,900.00; repairs to fireboats, $4,000.00; repairs to high pressure stations, $1,000.00; attendance at New England and International Association of Fire Chiefs' Conventions, $400.00; travel expenses to attend conferences, with a view toward gaining knowledge of operation and training procedures, $2,000.00; cleaning, towels, and bed linen, $4,000.00; repairs to uniforms, $500.00; engraving, replating, and repairing of badges and insignia, $2,000.00.

pplies and Materials: Gasoline, diesel oil, grease and automotive repair parts, $49,000.00; bed linen, $2,000.00; medical supplies, $1,000.00; postage, forms, cards, and stationery, $10,000.00; canister refills for masks, $12,000.00; parts for repair of gas masks, inhalators, resuscitators, smoke ejectors, pumps, and other fire-fighting equipment, $11,800.00; cloth for the manufacture of uniforms, $19,425.00; wearing apparel, $10,575.00; fire-fighting supplies, $1,700.00.

rrent Charges and Obligations: Rental of high pressure stations, $4,800.00; dues and subscriptions, $720.50.

uipment: Library books, $89.00; 35,000 feet of various sizes of hose, $36,900.00; aluminum ladders, masks, skil saws, generator units, fire-fighting equipment, $24,754.00; 5 E & J resuscitators, $2,175.00.

3. ENFORCEMENT OF FIRE PREVENTION LAWS AND ISSUANCE OF RELATED PERMITS AND LICENSES

Responsible for the enforcement of all laws, ordinances, and rules pertaining to fire prevention, and the issuance of rmits and certificates of registration for the storage of inflammable fluids and explosives. Investigates fires of incendiary d suspicious origin; inspects various types of buildings and structures; checks the storage of inflammable fluids and oil rner installations and instructs school children in fire prevention matters. Seventy-eight thousand inspections are made a year.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
55	$229,480 64	$1,700 00	$8,900 00	$50 00	$475 00	$240,605 64

rsonal Services: Performance under this program is divided among the following sections:
Administrative Section: Assistant Fire Chief, 3 Fire Fighter-Aides, Fire Fighter-Public Relations Officer, Analytical Chemist, Head Clerk and Secretary, 14 Clerical Employees.
Inspection and Investigation Section: Captain-Assistant to Chief, 2 Captains, 7 Lieutenants, 24 Fire Fighters.

ıtractual Services: Servicing office equipment, $400.00; attendance at conference of National Fire Protection Association to be held in Chicago, Illinois, $300.00; printing fire prevention regulations, $1,000.00.

pplies and Materials: Gasoline, oil, and automotive supplies, $600.00; postage, forms, cards, and stationery, $6,000.00; photographic supplies and supplies for Fire Prevention Week, $2,300.00.

rrent Charges and Obligations: Dues and subscriptions, $45.00; premium on surety bond, $5.00.

uipment: Library books, $250.00; miscellaneous, $225.00.

4. SIGNAL SYSTEM OPERATION AND MAINTENANCE

Responsible for the proper and efficient operation of the fire alarm signal service, including the receiving and transssion of alarms to the Fire Fighting Force, and telephone and radio communications. Maintains and repairs 1,956 fire rm boxes, 175 miles of overhead and 400 miles of underground signal wires and cables, and the electrical and power systems fire stations.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
76	$362,386 88	$70,950 00	$87,800 00	$579 50	$38,215 00	$559,931 38

rsonal Services: Performance under this program is divided among the following sections:
Administrative Section: Superintendent of Fire Alarm, Fire Fighter-Aide.
Operating Section: Assistant Superintendent, 26 Alarm Operators, 6 other Employees.
Fire Alarm Construction Section: Assistant Superintendent, General Foreman, Radio Supervisor, 3 Foremen, 8 Working Foremen, 6 Inside Wiremen, 8 Linemen, 3 Cable Splicers, 10 other Employees.
Overtime, $2,000.00.

ntractual Services: Telephone services, $23,500.00; electricity, $5,000.00; electrical repairs in fire stations and fire alarm boxes, $5,000.00; replacement, relocation of fire alarm boxes, $6,000.00; installation of underground cable ducts and other signal equipment, $20,000.00; repairs for various electrical machinery, tools, and motors, $3,000.00; repairs to fire alarm tappers, registers, and electrical equipment, $5,200.00; attendance at International Association of Municipal Signal Engineers, Denver, Colorado, $300.00; advertising, $200.00; photostating fire alarm maps, $1,000.00; survey of fire alarm operations and equipment, $1,750.00.

pplies and Materials: Gasoline, oil, and automotive parts, $2,300.00; electric lamps and custodial supplies, $2,000.00; postage, forms, cards, and stationery, $1,500.00; building supplies, $3,000.00; fire alarm underground cable, $35,000.00; alarm posts, box sections, globes, and fire alarm parts, $21,300.00; storage batteries, radio parts, tubes, repair parts, and materials for the upkeep of fire alarm system, $20,700.00; tools and instruments, $1,000.00; blueprinting, drafting, and engineering supplies, $1,000.00.

rrent Charges and Obligations: Rental of ducts for fire alarm cable and Post Office box, $429.50; dues and subscriptions, $150.00.

uipment: Transformers, motors, generators, and shop tools, $3,235.00; engineering and scientific equipment, $1,300.00; library books, $80.00; fire alarm boxes, $10,000.00; radio equipment, $12,000.00; tappers, gongs, registers, sirens, control panels, and miscellaneous fire alarm equipment, $11,600.00.

5. PLANT AND EQUIPMENT MAINTENANCE AND REPAIR

Responsible for the maintenance of 50 department buildings, 178 pieces of apparatus, and 2 fireboats. Makes all pairs on motor vehicles and fire apparatus. Requisitions necessary equipment, supplies, materials, and contractual vices, maintains inventory system, and records cost of building and equipment repair. Supervises and inspects repair rk performed by private contractors.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
126	$497,273 16	$124,800 00	$154,300 00	$15 50	$2,480 00	$778,868 66

Fire Department — Continued

Personal Services: Performance under this program is divided among the following sections:
Administrative Section: District Chief, Superintendent of Maintenance, 2 Fire Fighter-Aides, General Foreman.
Allocating and Storeroom Section: Head Administrative Clerk, 9 Clerical Employees, Heavy Motor Equipment Operator.
Motor Equipment Repair Section: General Foreman, 4 Working Foremen, 30 Repairmen.
Building Maintenance Section: General Foreman, Building Maintenance Supervisor, 2 Foremen, Working Foreman, 14 Mechanics.
Boiler Room Section: Second-Class Stationary Engineer, 4 Firemen.
Blacksmith Shop: 1 Working Foreman, 2 Blacksmiths.
Hose and Harness Shop: Working Foreman, 5 Leather and Canvas Workers.
Machine Shop: Foreman, 2 Machinists.
Apparatus Paint Shop: Working Foreman, 3 Spray Painters.
Custodial Section: 3 Junior Building Custodians.
Maintenance Division, Uniformed Section: Motor Apparatus Engineer, Captain, 2 Assistant Engineers, 6 Engineers, Assistant Cardox gineer, 17 Engineers, Motor Squad, 5 Fire Fighters. Overtime, $3,000.00.
Contractual Services: Electricity, gas, and steam heat, $62,000.00; general carpentry and maintenance of overhead doors and buildings, $5,000 installing new heating plants and plumbing repairs, $12,500.00; general repairs to buildings and structures, $13,000.00; repair and servi of autos, trucks, machinery, and tools, $23,000.00; installation and repair of oil burners, $5,800.00; renovation of mattresses, repairs to furni and equipment, $2,800.00; express charges, $300.00; cleaning, $400.00.
Supplies and Materials: Gasoline, oil, grease, and automotive supplies, $32,000.00; heating supplies, $76,100.00; custodial supplies and materi $7,000.00; postage, forms, cards, and stationery, $2,500.00; building materials, plumbing, paints, and hardware supplies, $15,000.00; re parts and materials for fire-fighting equipment, $12,000.00; wheat light batteries, parts, materials for machinery and equipment, $5,700. tools and instruments, $4,000.00
Current Charges and Obligations: Dues and subscriptions, $15.50.
Equipment: Electrical and mechanical equipment, $2,480.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Tota
1. Administrative and General Services	56	$219,802 71	$14,180 00	$2,615 00	$195 50	$164 00	$236,957
2. Extinguishing Fires and Protecting Life and Property.	1,919	8,575,056 61	18,000 00	117,500 00	5,520 50	63,918 00	8,779,995
3. Enforcement of Fire Prevention Laws and Issuance of Related Permits and Licenses.	55	229,480 64	1,700 00	8,900 00	50 00	475 00	240,605
4. Signal System Operation and Maintenance.	76	362,386 88	70,950 00	87,800 00	579 50	38,215 00	559,931
5. Plant and Equipment Maintenance and Repair	126	497,273 16	124,800 00	154,300 00	15 50	2,480 00	778,868
TOTALS	2,232	$9,884,000 00	$229,630 00	$371,115 00	$6,361 00	$105,252 00	$10,596,358

BUILDING DEPARTMENT

1–02–30

The Building Department consists of the Building Department, the Board of Appeal, the Board of Examiners, and e Beacon Hill Architectural Commission. Although the Building Commissioner and the members of the Boards have lependent jurisdiction, the appropriations for the four parts of the department are combined for the purpose of general ministration.

The department's activities are carried on by four divisions, and a summary of the divisional appropriations is given low:

Title	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
ilding Department	$672,694 60	$614,582 64	$635,093 00	$711,685 00	$656,333 00
ard of Appeal	24,880 90	25,048 39	26,147 00	31,715 00	31,065 00
ard of Examiners	8,336 90	8,478 28	8,446 00	9,092 00	9,092 00
acon Hill Architectural Commission	—	—	—	2,000 00	2,000 00
TOTALS	$705,912 40	$648,109 31	$669,686 00	$754,492 00	$698,490 00

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
–Personal Services	$624,350 68	$618,142 70	$612,721 00	$647,053 00	$618,556 00
–Contractual Services	70,891 39	22,234 40	47,680 00	93,546 00	67,996 00
–Supplies and Materials	10,167 34	6,591 78	8,875 00	10,225 00	9,725 00
–Current Charges and Obligations	202 00	100 00	110 00	118 00	113 00
–Equipment	300 99	1,040 43	300 00	1,550 00	100 00
ecial Appropriation	—	—	—	2,000 00	2,000 00
TOTALS	$705,912 40	$648,109 31	$669,686 00	$754,492 00	$698,490 00

In the pages that follow the detail applicable to each of the four divisions of the department is presented.

BUILDING DEPARTMENT

1–02–31

The Building Department administers and enforces the provisions of law governing the erection, alteration, repai maintenance, use, occupancy, moving, or demolition of all buildings and structures in the city except those specificall exempted from the provision of the code. To this end the law empowers the commissioner to issue permits for the erectio and alteration of buildings and structures; for the installation, extension, repair, and replacement of plumbing, gas fittin fire extinguishing apparatus, and elevators; for the installation of steam boilers, heaters, and other heat-producing apparatu and for engines and dynamos.

The Building Department is also charged with the responsibility for granting permits for and inspection of electri conductors and appliances.

The Zoning Law is administered by this department. This act regulates and defines the use to which any premis may be put according to specific areas designated as residential, business, industrial, and unrestricted.

The Building Department also licenses persons certified by the Board of Examiners as qualified to engage in or wor at the business of gas fitting in Boston; registers licensed master plumbers doing work in the City of Boston; examines an licenses as qualified welders persons so qualified; and grants licenses for the operation of elevators in the City of Bosto

In addition, the department administers the laws establishing a minor code of safety for buildings, elevators, etc.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommende by Mayor
1—Personal Services	$593,100 12	$586,350 39	$580,338 00	$609,497 00	$581,000 0
2—Contractual Services	69,716 44	21,163 50	46,150 00	91,600 00	66,300 0
3—Supplies and Materials	9,412 13	5,933 32	8,200 00	9,325 00	8,825 0
4—Current Charges and Obligations	197 00	95 00	105 00	113 00	108 0
5—Equipment	268 91	1,040 43	300 00	1,150 00	100 0
Totals	$672,694 60	$614,582 64	$635,093 00	$711,685 00	$656,333 0

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956	$204,000 0

C — PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial service Maintains reports and statistics, and processes complaints.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
33	$143,088 00	$54,300 00	$1,825 00	$108 00	$100 00	$199,421 00

Personal Services: Performance under this program is divided among the following sections:
Administrative Section: Building Commissioner, Deputy Building Commissioner, Executive Secretary, Head Administrative Cle 9 other Employees.
General Services: Assistant Permit Supervisor, 7 Clerical Employees.
Cashier Section: 2 Cashiers.
Complaints Section: 2 Senior Clerks.
Applications Section: Head Clerk, Principal Clerk.
Electrical Section: Head Administrative Clerk, 5 Clerical Employees.
Overtime for work indexing, cataloging, or recording of applications, permits, and other records, $5,500.00.

Contractual Services: Servicing of office equipment, $200.00; carfares, $100.00; photographing of unsafe buildings, $1,500.00; professio service and recording of hearings, $1,000.00; printing revisions of Building Code and binding 50 volumes of records, $1,500.00. The Bui ing Commissioner is obligated under the law to make safe or remove any unsafe building or structure if the owners thereof cannot or w not do so, $50,000.00.

Supplies and Materials: Gas, oil, automotive parts, $375.00; postage, cards, forms, stationery, $1,000.00; flashlights, bulbs, batteries, a wrapping paper, $150.00; engineering supplies, $300.00.

Current Charges and Obligations: Dues and subscriptions, $58.00; premiums on surety bonds, $50.00.

Equipment: Library books, $100.00.

2. ISSUANCE OF PERMITS AND LICENSES.

Receives applications and issues licenses for the keeping and storage of inflammables; grants permits for maintenance public and private garages; and licenses, supervises, and inspects public parking areas. During the year 1,363 licenses id permits were issued.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
4	$16,130 00	$50 00	$4,500 00	$20,680 00

rsonal Services: Chief Permit Supervisor, 2 Clerical Employees, Investigator.
ntractual Services: Servicing of office equipment, $50.00.
pplies and Materials: Postage, forms, cards, and stationery, $4,500.00.

3. PLAN EXAMINATIONS AND TECHNICAL INVESTIGATION

Examines and checks all plans for the erection, alteration, and extension of buildings. During the past year 2,290 ans for building construction or alterations were checked. The division also interprets the zoning law, examines all plans id applications for conformance with zoning law, and revises the zoning maps. During the year 2,700 plans and applica-ns were acted upon.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
7	$34,583 00	$250 00	$500 00	$35,333 00

rsonal Services: Head of Technical Services, Technical Assistant, 4 Senior Construction Engineers, Zoning Administrator.
ntractual Services: Carfares, $250.00.
pplies and Materials: Postage, forms, cards, and stationery, $500.00.

4. CONSTRUCTION AND SAFETY EXAMINATIONS

Inspects all buildings in the process of erection or alteration for complete compliance with plans filed. Corrections ecessary are reported, and any violations of building or zoning laws are noted and followed up. During the past year 5,616 inspections were made. The egress inspectors examine all buildings, including halls, places of assembly, apartment uildings, etc., as to proper and sufficient means of egress. During the year 41,139 inspections were made.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
38	$158,013 00	$3,750 00	$250 00	$162,013 00

rsonal Services: Performance under this program is divided among the following sections:
Construction and Safety Section: Chief of Construction and Safety, 2 Chief Building Inspectors, 15 Building Inspectors.
Egress Section: Chief Egress Inspector, 3 Senior Egress Inspectors, 14 Egress Inspectors, 2 Clerical Employees.
Overtime: Inspections on special occasions such as New Year's Eve in place of assembly and the Secretary of the Board of Examiners of Gas Fitters, $500.00.
ntractual Services: Carfares and mileage, $3,750.00.
pplies and Materials: Postage, forms, cards, and stationery, $250.00.

5. MECHANICAL INSPECTIONS

Inspects all sprinkler and standpipe installations, alterations, repairs, or replacements, and passes on the require-ents for sprinklers in buildings. During the year 7,344 inspections and tests were made.

Inspects all plumbing installations, repairs, and replacements, reviews the layout for plumbing systems in large uildings, and passes on the use of various types of plumbing fixtures and appliances in the city. During the year 6,831 spections and tests were made.

Inspects all gasfitting installations, repairs, and replacements; investigates all accidents due to use of gas and passes approval for use in Boston of various gas-consuming fixtures and appliances. During the year 15,331 inspections and sts were made.

Inspects all elevator and dumb-waiter installations, alterations, and repairs, and supervises an annual test of elevators required by law. Tests and certifies all applicants for license to operate freight and passenger elevators and investigates d reports on all accidents in connection with use of elevators. During the past year 5,499 inspections and tests were ade and 6,636 licenses issued.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
30	$118,835 00	$4,900 00	$250 00	$123,985 00

rsonal Services: Performance under this program is divided among the following sections:
Sprinkler Inspection Section: Head of Mechanical Inspection, 4 Inspectors.
Plumbing Inspection: Chief Plumbing Inspector, 8 Inspectors.
Gas Fitting Inspection: Chief Gas Fitting Inspector, 6 Gas Fitting Inspectors.
Elevator Inspection: Chief Elevator Inspector, 7 Elevator Inspectors, Senior Clerk.
ntractual Services: Carfares and mileage, $4,900.00.
pplies and Materials: Postage, forms, cards, and stationery, $250.00.

Building Department — Continued

6. ELECTRICAL INSPECTIONS

Inspects all installations of wiring systems for light, heat, and power, and passes on the use of electrical appliance
During the past year 30,709 inspections were made.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
26	$110,351 00	$3,050 00	$1,500 00	$114,901 00

Personal Services: Superintendent of Electrical Inspection, Chief Electrical Inspector, 23 Inspectors, Clerk.
Contractual Services: Servicing of office equipment, $50.00; carfares, $3,000.00.
Supplies and Materials: Postage, forms, cards, and stationery, $1,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	33	$143,088 00	$54,300 00	$1,825 00	$108 00	$100 00	$199,421
2. Issuance of Permits and Licenses	4	16,130 00	50 00	4,500 00	—	—	20,680
3. Plan Examinations and Technical Investigations	7	34,583 00	250 00	500 00	—	—	35,333
4. Construction and Safety Examinations	38	158,013 00	3,750 00	250 00	—	—	162,013
5. Mechanical Inspections	30	118,835 00	4,900 00	250 00	—	—	123,985
6. Electrical Inspections	26	110,351 00	3,050 00	1,500 00	—	—	114,901
TOTALS	138	$581,000 00	$66,300 00	$8,825 00	$108 00	$100 00	$656,333

BOARD OF APPEAL, BUILDING DEPARTMENT

1–02–32

The Board of Appeal is empowered to review the decisions of the Building Commissioner with respect to the building nd zoning laws administered by him. Applications for review are received, hearings are held, a detailed record is kept of he proceedings, and the decisions of the Board are recorded in writing.

During the past year 268 appeals were received; 66 were sustained, 167 were sustained with provisos, 39 were dis-nissed, 16 withdrawn, 9 are pending, 140 hearings were held.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
—Personal Services	$23,172 58	$23,611 31	$24,202 00	$28,880 00	$28,880 00
—Contractual Services	1,166 35	1,061 30	1,520 00	1,935 00	1,685 00
—Supplies and Materials	509 89	375 78	425 00	500 00	500 00
—Equipment	32 08	—	—	400 00	—
TOTALS	$24,880 90	$25,048 39	$26,147 00	$31,715 00	$31,065 00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956	$3,400 00

C — PROGRAM

1. REVIEW OF APPEALS REGARDING BUILDING AND ZONING LAWS.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
8	$28,880 00	$1,685 00	$500 00	$31,065 00

ersonal Services: 5 Members, Head Clerk, and 2 Clerical Employees.
ontractual Services: Servicing of office equipment, $35.00; advertising public hearings in newspapers, $1,400.00; services of official reporter, $250.00.
upplies and Materials: Postage, forms, cards, and stationery, $500.00.

BOARD OF EXAMINERS, BUILDING DEPARTMENT

1–02–33

The Board of Examiners is responsible for the examination of persons who desire to act as superintendents of wor of erection, alteration, moving, shoring, and taking down buildings and structures. Licenses are issued to those qualifie During the past year 481 persons were examined. Total licenses now outstanding: total, 2,375; renewals, 1,864.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
1—Personal Services	$8,077 98	$8,181 00	$8,181 00	$8,676 00	$8,676 0
2—Contractual Services	8 60	9 60	10 00	11 00	11 0
3—Supplies and Materials	245 32	282 68	250 00	400 00	400 0
4—Current Charges and Obligations	5 00	5 00	5 00	5 00	5 0
Totals	$8,336 90	$8,478 28	$8,446 00	$9,092 00	$9,092 0

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956	$6,300 0

C — PROGRAM

1. REGULATION OF BUILDERS' LICENSES

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	$8,676 00	$11 00	$400 00	$5 00	$9,092 00

Personal Services: Chairman, 2 Members, Principal Clerk.
Contractual Services: Servicing of office equipment, $11.00.
Supplies and Materials: Postage, forms, cards, and stationery, $400.00.
Current Charges and Obligations: Premium on surety bond, $5.00.

BEACON HILL ARCHITECTURAL COMMISSION

1–02–34

The Commission was established by the General Court of the Commonwealth to "promote the educational, cultura economic and general welfare of the public through the preservation of the historic Beacon Hill District, and to maintai said district as a landmark in the history of architecture and as a tangible reminder of old Boston as it existed in the earl days of the Commonwealth."

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
Special Appropriation:					
Beacon Hill Architectural Commission	—	—	—	$2,000 00	$2,000 0

CIVIL DEFENSE ACTIVITIES

1–02–41

The Civil Defense activities consist of the preparation for carrying out all emergency functions, except those for which military forces other than the National Guard are primarily responsible, for the purpose of minimizing and repairing damage resulting from disasters caused by attack or other hostile action or by natural causes.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
—Personal Services	$24,161 06	$27,084 43	$53,458 00	$58,479 00	$56,882 00
—Contractual Services	8,813 56	8,322 10	16,000 00	17,800 00	16,550 00
—Supplies and Materials	7,414 14	729 94	4,350 00	4,650 00	3,950 00
—Current Charges and Obligations	—	147 50	—	—	—
—Equipment	22,003 96	353 43	—	3,800 00	—
TOTALS	$62,392 72	$36,637 40	$73,808 00	$84,729 00	$77,382 00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAM

1. PLANNING THE MOBILIZATION OF COMMUNITY RESOURCES FOR EMERGENCIES

General supervision and direction of departmental activities. Provides clerical and stenographic services. Responsible for Civil Defense planning, survey, enrollment, and control center activities.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
13	$56,882 00	$16,550 00	$3,950 00	$77,382 00

Personal Services: Performance under this program is divided among the following sections:
Administrative Section: Director, Civil Defense Secretary.
General Services Section: 6 Clerical Employees.
Operation Section: Deputy Director, Executive Secretary, 3 Assistant Directors.
Temporary Employees: 5 part-time Clerical Employees to assist in the preparation of records and reports, $3,500.00. Overtime, $550.00.
Contractual Services: Telephone service, $8,000.00; electricity for sirens, $800.00; maintenance of air warning equipment, $3,000.00; transportation expenses to attend meetings and test exercises at the control centers, $750; news clipping services, $150.00; express charges, $150.00; printing of instructions, $700.00; repairs to Civil Defense equipment, $3,000.00.
Supplies and Materials: Gas, tires, and parts, $450.00; postage, forms, cards, and stationery, $3,500.00.

BOSTON TRAFFIC COMMISSION

1–02–51

The Boston Traffic Commission establishes rules and regulations for the control of vehicular street traffic in Bosto and is responsible for the erection, repair, and maintenance of traffic signs, signals, parking meters, and other mechanic traffic control devices.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
1—Personal Services	$512,637 42	$507,480 70	$526,621 00	$540,814 20	$533,000 0
2—Contractual Services	56,211 70	96,573 89	66,900 00	77,850 00	69,550 0
3—Supplies and Materials	74,868 62	46,759 58	86,250 00	87,051 00	77,000 0
4—Current Charges and Obligations	555 00	656 50	685 00	685 00	680 0
5—Equipment	23,126 73	14,027 93	7,700 00	26,758 50	5,000 0
TOTALS	$667,399 47	$665,498 60	$688,156 00	$733,158 70	$685,230 0

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $587,500 0

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial service prepares reports and maintains the vehicular traffic code; performs cleaning and custodial work in the Commission buildi and garage, totaling 26,500 square feet.

Responsible for the operation and maintenance of all motor vehicles. The vehicles include 21 trucks, 7 passenger ca and 2 line-marking machines.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
19	$84,002 00	$16,985 00	$13,087 00	$419 00	$90 00	$114,583 00

Personal Services: Performance under this program is divided among the following sections:
Administrative Section: Commissioner, Chief Engineer, Executive Secretary.
General Services Section: Head Administrative Clerk, 9 Clerical Employees.
Building Maintenance Section: 3 Building Maintenance Men.
Motor Equipment Maintenance Section: 3 Garage Repairmen.
Temporary Employees: 2 Clerks for 6 weeks, $516.00.

Contractual Services: Telephone service, $1,470.00; electricity for plant, $3,250.00; gas for heating, $100.00; carpentry, $400.00; electri repairs, $400.00; repairs and maintenance of boilers, $2,000.00; building repairs, $500.00; A.D.T. burglar alarm system, $700.00; install and connecting exhaust fan, $1,000.00; repairs to 30 vehicles in fleet, $3,000.00; servicing of office equipment, $75.00; travel expenses to N tional Safety Council in Chicago, $200.00; advertising and posting of amendments to traffic rules, $2,000.00; window cleaning service, $450.0 towel service, $350.00; printing traffic rules and regulations reports, $1,050.00; repairs to tools, $40.00.

Supplies and Materials: Gasoline oil, diesel oil, grease, $6,455.00; tire tubes, motor accessories, $1,020.00; laundry, cleaning, custodial suppl and materials, $802.00; fuel oil, $2,925.00; first aid supplies, $25.00; postage, cards, forms, and stationery, $1,680.00; garage tools, $180.00

Current Charges and Obligations: Water taxes, motor vehicle registration, dues and subscriptions, $419.00.

Equipment: Library books, $90.00.

2. TRAFFIC PLANNING AND ENGINEERING

Responsible for the making of traffic engineering studies and surveys to discover major and minor measures for t relief of vehicular traffic congestion; making technical studies, including intersection counts to determine need for a timing of traffic signals and location of pavement painting; making parking surveys to provide for more equitable distrib tion of street parking opportunities.

Average annual statistics are as follows: 150 traffic engineering studies, 40 street parking surveys, 64 intersecti vehicular volume counts, 150 other technical studies, 750 complaints and suggestions investigated.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
21	$92,088 00	$2,820 00	$710 00	$25 00	$156 00	$95,799 00

Personal Services: 2 Principal Traffic Engineers, Senior Traffic Engineer, Assistant Traffic Engineer, Junior Engineer, Senior Civil Engineer, Chief Traffic Investigator, 8 Senior Traffic Investigators, 6 other Employees. Overtime for Traffic Engineers and Investigators, $825.00.
Contractual Services: Telephone service, $740.00; servicing of office equipment, $30.00; carfare and mileage, $1,750.00; photographing and blueprinting, $300.00.
Supplies and Materials: Traffic engineering forms, $400.00; drafting supplies, $310.00.
Current Charges and Obligations: Membership in the Institute of Traffic Engineers, $25.00.
Equipment: Library books, $60.00; stop watches, $96.00.

3. TRAFFIC SIGN INSTALLATION AND MAINTENANCE

Prepares, installs, and maintains visual mechanical control devices designed to guide and control moving and standing vehicles and pedestrians on 724 miles of public street and 102 bridges; maintains all pavement markings and curb painting and supervises roping of streets for parades. Traffic signs are prepared by Paint Shop personnel.

Average annual statistics for the section are as follows: 22,000 traffic signs maintained, 2,300 new signs painted and erected, 10,000 signs reconditioned, 210 miles of roadway safety lines painted, and 1,300 loading zones painted and maintained on curbs, involving 26,000 linear feet of painting.

Personal Services		Contractual	Supplies		
No.	Amount	Services	Materials	Equipment	Total
24	$110,040 00	$6,025 00	$40,366 30	$3,354 00	$159,785 30

Personal Services: Traffic Sign Supervisor, Traffic Sign Foreman, Senior Storekeeper, 4 Painters, 17 Traffic Sign Maintenance Men. Temporary Employees: 16 Traffic Sign Maintenance Men for seasonal roadway painting for 36 weeks, $27,396.00. Overtime: Painting of loading zones and the installation of traffic signs in the downtown area requires that the work be done on Sundays, $1,350.00.
Contractual Services: Telephone service, $530.00; repair of machinery and tools, $445.00; roping of streets for parades, $5,000.00; express charges, $50.00.
Supplies and Materials: 500 gallons kerosene, $75.00; chemical cleaners for traffic sign plates, $548.00; traffic sign shopcards, $550.00; building materials and supplies, $3,925.00; traffic sign blanks, paints, scotchlite, $32,500.00; general operating supplies, $833.30; repair parts for spray guns, air compressor, and marking machine, $1,350.00; tools, $500.00; wearing apparel, $85.00.
Equipment: 3 spray guns, $120.00; 190 traffic signs and concrete posts, $3,234.00.

4. ELECTRIC TRAFFIC SIGNAL INSTALLATION AND MAINTENANCE

Installs and maintains electric traffic control devices designed to guide and control the moving vehicles and pedestrians that use the public streets. The signals maintained include 86 police spotlights designed to protect officers directing traffic, 214 sets of pretimed traffic signals, 3 sets of traffic actuated signals, 71 sets of pedestrian signals, 19 warning flashers, and 29 sets of bridge flashers.

Personal Services		Contractual	Supplies		
No.	Amount	Services	Materials	Equipment	Total
19	$73,870 00	$40,315 00	$9,547 60	$300 00	$124,032 60

Personal Services: Traffic Signal Supervisor, Assistant Traffic Signal Supervisor, 5 Traffic Signal Inspectors, Principal Clerk and Typist, 2 Electrical Equipment Repairmen, 9 Traffic Signal Repairmen.
Contractual Services: Telephone service, $420.00; electricity for traffic signals, $38,650.00; repairs to machinery and tools, $120.00; servicing office equipment, $75.00; express charges, $50.00; relocation of traffic signal posts, $1,000.00.
Supplies and Materials: Cleaning powder, $35.00; miscellaneous hardware, $935.00; traffic signal supplies, $7,000.00; electric conduit, ground clamps, electrical supplies and tools, $1,577.60.
Equipment: Industrial cleaning machine, $300.00.

5. PARKING METER MAINTENANCE AND COLLECTIONS

Responsible for the maintenance and general surveillance of parking meter installations; paints and maintains parking meter lines and overhauls parking meter mechanisms. Collections are made from receptacles, coins are counted and recorded, and deposits made.

Average annual statistics are as follows: 8,132 parking meters maintained, 600,000 individual meter collections at rate of 75 collections per year per meter, and $600,000 collected in meter revenues.

Personal Services		Contractual	Supplies	Current		
No.	Amount	Services	Materials	Charges	Equipment	Total
41	$146,970 00	$2,845 00	$13,000 10	$236 00	$1,100 00	$164,151 10

Personal Services: Parking Meter Supervisor, Senior Parking Meter Collector, Clerk, 11 Parking Meter Collectors, 3 Motor Equipment Operators, Parking Meter Maintenance Foreman, 23 Parking Meter Maintenance Men. Temporary Employees: Vacation supply, $2,088.00. Overtime, $825.00.
Contractual Services: Telephone service, $420.00; repair and servicing coin counting and sorting machines, $200.00; carfares, $1,125.00; Brink's Express for transporting parking meter receipts to bank, $1,100.00.
Supplies and Materials: Household supplies, $115.00; forms, staples, coin cups seals, carrying cases and stationery, $2,231.00; posts, parking meter clock and repair parts, $10,654.10.
Current Charges and Obligations: Premium on surety bonds, $236.00.
Equipment: Parking heads, for replacement, $1,100.00.

Boston Traffic Commission — Continued

6. TRAFFIC SAFETY EDUCATION

Develops a program for pedestrian and vehicular safety through public addresses, demonstrations, participation in conference groups, the use of radio, motion pictures, the press, photographs, store window displays, and street marking of fatal accident spots. A program of making radar surveys of motor vehicle speeds has been initiated to provide information for use in driver safety education. This division participates in the city's driver training school and in driver training in the Boston public schools.

Personal Services		Contractual	Supplies	
No.	Amount	Services	Materials	Total
7	$26,030 00	$560 00	$289 00	$26,879 00

Personal Services: Director of Traffic Safety Education, Accident Research Analyst, 2 Senior Traffic Investigators, Driver Training Inspector and 2 Clerical Employees.
Contractual Services: Telephone service, $420.00; servicing of office equipment, $15.00; carfares, $125.00.
Supplies and Materials: Postage, forms, cards, and stationery, $139.00; motion picture films, $150.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	19	$84,002 00	$16,985 00	$13,087 00	$419 00	$90 00	$114,583 0
2. Traffic Planning and Engineering	21	92,088 00	2,820 00	710 00	25 00	156 00	95,799 0
3. Traffic Sign Installation and Maintenance	24	110,040 00	6,025 00	40,366 30	—	3,354 00	159,785 3
4. Electric Traffic Signal Installation and Maintenance	19	73,870 00	40,315 00	9,547 60	—	300 00	124,032 6
5. Parking Meter Maintenance and Collections	41	146,970 00	2,845 00	13,000 10	236 00	1,100 00	164,151 1
6. Traffic Safety Education	7	26,030 00	560 00	289 00	—	—	26,879 0
TOTALS	131	$533,000 00	$69,550 00	$77,000 00	$680 00	$5,000 00	$685,230 0

LICENSING BOARD

1–02–52

The Licensing Board consists of three persons who are appointed by the Governor. They have authority to grant censes for the sale of liquors and various miscellaneous licenses, and to hold hearings, upon presentation of evidence by e Police Department, relative to violations of the terms of licenses granted by the Board.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
—Personal Services	$86,472 86	$82,988 74	$90,834 51	$92,704 00	$90,704 00
—Contractual Services	3,046 08	3,410 36	4,340 00	7,675 00	4,950 00
—Supplies and Materials	4,078 08	4,967 31	5,365 00	5,365 00	5,365 00
—Current Charges and Obligations	10,948 00	10,891 00	10,641 00	10,641 00	10,641 00
—Equipment	1,091 65	349 50	450 00	1,700 00	250 00
TOTALS	$105,636 67	$102,606 91	$111,630 51	$118,085 00	$111,910 00

B — DEPARTMENTAL REVENUES

stimated departmental revenues for 1956	$1,673,097 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the supervision and direction of the staff based on policies approved by the Licensing Board. onduct of hearings on applications for miscellaneous types of licenses. Hearing evidence presented by the Boston Police epartment on violations of regulations. Hearings are held on 500 alcoholic beverage license cases, and 150 hearings on iscellaneous licenses.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	$46,065 00	$2,889 00	$1,070 00	$2,128 00	$200 00	$52,352 00

rsonal Services: Chairman, 2 Commissioners, Secretary, Confidential Secretary, 2 Clerical Employees. Overtime: To process applications and issue licenses before the New Year, $1,000.00.
ntractual Services: Telephone service, $320.00; electricity, $150.00; servicing of office equipment, $44.00; transportation of persons, $500.00; special counsel for court proceedings, $945.00; witness fees, $100.00; mailing and letter service, $50.00; janitor service, $780.00.
pplies and Materials: Towels, soaps, germicide, electric bulbs, $20.00; postage, forms, cards, and stationery, $1,050.00.
rrent Charges and Obligations: Rental of office space, $2,128.00.
uipment: Library books, $200.00.

2. ISSUANCE OF LIQUOR AND MISCELLANEOUS LICENSES

Processes applications and issues licenses. In 1954, there were 10,934 applications filed, 10,803 granted, 71 rejected, d 60 withdrawn. An average of 2,438 licenses were issued for innholder and common victualler; 2,448 licenses for lodging uses; 1,248 licenses for entertainment as required by Chapter 299, Acts of 1926; 458 licenses for automatic amusement vices. The remainder were miscellaneous licenses of 9 various classes.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	$44,639 00	$2,061 00	$4,295 00	$8,513 00	$50 00	$59,558 00

rsonal Services: Head Administrative Clerk, 2 Head Clerks, Assistant Head Clerk, and 7 Clerical Employees.
ntractual Services: Telephone service, $1,280.00; electricity, $400.00; servicing of office equipment, $156.00; transportation of persons, $100.00; mailing and letter service, $125.00.
pplies and Materials: Custodial supplies, $80.00; postage, forms, cards, and stationery, $4,200.00; wrapping paper, $15.00.
rrent Charges and Obligations: Rental of water cooler, $141.00; rental of office space, $8,372.00.
uipment: Library books, $50.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	7	$46,065 00	$2,889 00	$1,070 00	$2,128 00	$200 00	$52,352 00
Issuance of Liquor and Miscellaneous Licenses	11	44,639 00	2,061 00	4,295 00	8,513 00	50 00	59,558 00
TOTALS	18	$90,704 00	$4,950 00	$5,365 00	$10,641 00	$250 00	$111,910 00

PUBLIC WORKS DEPARTMENT

1–03–00

The department's activities are carried on by 8 divisional units; a summary of the unit appropriations in the Ci Maintenance Budget is given below:

Title	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
Central Office	$62,066 49	$61,903 68	$62,225 00	$63,369 00	$63,015
Bridge Service	1,015,961 88	1,106,405 57	955,155 00	1,042,421 00	859,537
Paving Service	1,793,320 99	1,683,911 86	1,607,675 00	1,807,355 00	1,529,295
Survey Division	—	102,961 23*	125,146 00	132,120 00	117,425
Lighting Service	1,349,451 99	1,349,650 22	1,422,512 00	1,483,057 00	1,470,210
Sewer Service	961,171 06	834,297 72	914,027 00	962,124 00	787,217
Sanitary Service	5,105,598 82	4,868,819 48	4,795,933 00	4,890,147 00	4,770,518
Automotive Division	744,669 43	687,086 90	602,216 00	1,079,771 00	644,714
TOTALS	$11,032,240 66	$10,695,036 66	$10,484,889 00	$11,460,364 00	$10,241,931

The foregoing statistics are combined in the following summary by objects of expenditure:

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$5,646,447 67	$5,311,702 79	$5,199,702 00	$5,437,670 00	$5,151,600
2—Contractual Services	4,222,369 89	4,270,890 21	4,216,648 00	4,334,741 00	4,296,550
3—Supplies and Materials	366,792 57	350,070 41	328,490 00	395,732 00	379,165
4—Current Charges and Obligations	11,310 68	14,153 24	11,640 00	11,210 00	10,950
5—Equipment	101,371 69	93,003 21	5,909 00	380,011 00	3,666
7—Structures and Improvements	678,323 16	655,041 80	702,500 00	901,000 00	400,000
8—Land and Improvements	5,625 00	175 00	20,000 00	—	—
TOTALS	†$11,032,240 66	‡$10,695,036 66	$10,484,889 00	$11,460,364 00	$10,241,931

In addition to the above, the Public Works Department includes the following activities which are shown in t Income Section of the budget; Automotive Division, Water Section; Sumner Traffic Tunnel; Water Service. In the pag that follow the detail applicable to each of the 8 divisional units of the department is presented.

* May 1 to December 31 † Does not include Survey Division ‡ Includes Survey Division May 1 to December

CENTRAL OFFICE, PUBLIC WORKS DEPARTMENT

1–03–51

The Central Office is the administrative office of the Public Works Department and includes personnel to assist the ɔmmissioner in the management and control of the several divisions of the department; establishes policies for the depart-ɛnt, executes departmental contracts, keeps personnel records, and prepares statistical reports.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
–Personal Services	$59,774 81	$60,056 55	$60,600 00	$61,331 00	$61,000 00
–Contractual Services	1,060 43	262 92	240 00	418 00	410 00
–Supplies and Materials	1,063 07	1,517 21	1,300 00	1,500 00	1,500 00
–Current Charges and Obligations	40 50	24 00	50 00	60 00	55 00
–Equipment	127 68	43 00	35 00	60 00	50 00
TOTALS	$62,066 49	$61,903 68	$62,225 00	$63,369 00	$63,015 00

B — DEPARTMENTAL REVENUES

ɛtimated departmental revenues for 1956 $1,800 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	$61,000 00	$410 00	$1,500 00	$55 00	$50 00	$63,015 00

ɛrsonal Services: Commissioner of Public Works, Associate Civil Engineer, Executive Secretary, Personnel Officer and Assistant, Contract Supervisor, and 5 Clerical Employees.
ɔntractual Services: Telephone service, $150.00; repair and servicing 8 typewriters, $60.00; travel expense outside state on incineration and attendance at conventions, $150.00; binding contracts, etc., $50.00.
ɹpplies and Materials: Forms, cards, and stationery, $1,500.00.
ɹrrent Charges and Obligations: Membership fees and subscriptions, $45.00; premiums on surety bonds, $10.00.
ɹuipment: Library books, $50.00.

BRIDGE SERVICE, PUBLIC WORKS DEPARTMENT

1–03–11

The Bridge Service operates and maintains 12 drawbridges, 40 fixed bridges, and 13 footbridges wholly under t control of the City of Boston and 29 additional bridges owned jointly by the city and other agencies such as railroads a neighboring communities.

Studies are made of the need for additional bridges, and preliminary designs are prepared.

The total length of bridges maintained is approximately 60,000 lineal feet, and the total area is approximate 135,000 square yards.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommende by Mayor
1—Personal Services	$778,035 29	$728,405 34	$684,000 00	$704,046 00	$681,500
2—Contractual Services	24,651 62	20,591 31	21,600 00	21,755 00	20,000
3—Supplies and Materials	32,664 91	21,775 60	23,525 00	18,218 00	17,225
4—Current Charges and Obligations	363 50	640 60	420 00	520 00	515
5—Equipment	713 71	325 02	610 00	882 00	297
7—Structures and Improvements	179,532 85	334,667 70	225,000 00	297,000 00	140,000
TOTALS	$1,015,961 88	$1,106,405 57	$955,155 00	$1,042,421 00	$859,537

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $5,700

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities, provides financial and clerical services.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	$28,500 00	$170 00	$1,400 00	$515 00	$3 00	$30,588 00

Personal Services: Division Engineer, Head Clerk, 4 Clerical Employees.
Contractual Services: Repair and servicing of office machines, $70.00; printing and binding, $100.00.
Supplies and Materials: Postage, $200.00; cards, forms, and stationery, $1,200.00.
Current Charges and Obligations: Rent of land, Dartmouth Street Bridge, $300.00; water bills to City of Chelsea for McArdle Bridge, $200.0 subscriptions, $15.00.
Equipment: Acts and resolves, $3.00.

2. CONSTRUCTION, RECONSTRUCTION, AND REPAIR OF BRIDGES BY CONTRACT

Performs structural designing, makes engineering studies and surveys, prepares plans and contracts for con struction and repair of bridges, inspects and reports on work done and prepares payments to contractors.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Structures	Total
23	$80,000 00	$300 00	$100 00	$90 00	$140,000 00	$220,490 00

Personal Services: Principal, 4 Senior and 6 Assistant Civil Engineers, 3 Junior Civil and a Junior Mechanical Engineer, 5 Bridge Constructi Inspectors, and 3 Engineering Aids.
Contractual Services: Repairing transits, etc., $100.00; travel expense, $200.00.
Supplies and Materials: Blueprint paper and tracing cloth, $100.00.
Equipment: Engineering textbooks, $90.00.
Structures and Improvements: "Bridges, Repairs" — rebuild South Boston approach to Summer Street Bridge at Reserved Chann $50,000.00; removal of Chelsea South Drawbridge, $50,000.00; removal of drawhouse, Broadway Bridge, $10,000.00; resurfacing, de repairs, painting, etc., on several bridges, $30,000.00.

3. OPERATION OF DRAWBRIDGES

Operates 12 drawbridges; keeps record of water-borne traffic passing through each draw; inspects, cleans, and oils lge equipment.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
130	$466,500 00	$17,911 00	$4,255 00	$488,666 00

sonal Services: Superintendent of Bridge Maintenance and Operation, Marine Captain; 12 Drawtenders, 33 First Assistants, and 82 Assistants; Principal Account Clerk. Temporary Assistants, $14,000.00. Overtime, $7,500.00.
tractual Services: Pay stations telephone expense, $425.00; electric and gas service, $5,876.00; repairs to bridge facilities, $7,750.00; repairs to machinery and power tools, $3,310.00; special milling, cutting, and shaping lumber, $550.00.
plies and Materials: Coal and fuel oil, $2,750.00; custodial supplies, $285.00; first aid kits, $20.00; grease, oil, paint, etc., $1,200.00.

4. MAINTENANCE AND REPAIR OF BRIDGES BY DIVISION FORCES

Makes ordinary repairs to all bridges, including carpentry, mechanical, electrical, and painting.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
30	$106,500 00	$1,619 00	$11,470 00	$204 00	$119,793 00

sonal Services: Painter Foreman, 20 Mechanics, including Carpenters, Painters, etc., 6 Motor Equipment Operators, Yardman, and 2 Laborers.
tractual Services: Telephone service, $575.00; electric and gas service, $324.00; repairs to buildings, $250.00; repair and maintenance of office machines, $20.00; travel expense, $300.00; flagman service, $150.00.
plies and Materials: Fuel oil, $1,150.00; custodial supplies, $15.00; first aid supplies, $5.00; cards, forms, and stationery, $600.00; lumber, $8,000.00; painting supplies, $500.00; lanterns, $250.00; electrical supplies, $950.00.
ipment: 6 chairs, $99.00; 6 atomlites, $105.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
Administrative and General Services	6	$28,500 00	$170 00	$1,400 00	$515 00	$3 00	—	$30,588 00
Construction, Reconstruction, and Repair of Bridges by Contract	23	80,000 00	300 00	100 00	—	90 00	$140,000 00	220,490 00
Operation of Drawbridges	130	466,500 00	17,911 00	4,255 00	—	—	—	488,666 00
Maintenance and Repair of Bridges by Division Forces	30	106,500 00	1,619 00	11,470 00	—	204 00	—	119,793 00
TOTALS	189	$681,500 00	$20,000 00	$17,225 00	$515 00	$297 00	$140,000 00	$859,537 00

PAVING SERVICE, PUBLIC WORKS DEPARTMENT

1–03–12

The Paving Service is responsible for the design and construction of streets, reconstruction, repair, and maintenan of existing streets, the installation and maintenance of street signs, processing of applications concerning projections ov public highways, and the issuance of permits.

There are 738 miles of streets maintained. When streets are constructed under the provisions of Chapter 90 of t General Laws, approximately one half of the cost is borne by the Commonwealth. Twelve district yards make repairs street and sidewalk surfaces. There are 39,000 street signs and 750 hero square signs.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$1,304,278 21	$1,212,881 95	$1,157,500 00	$1,209,460 00	$1,124,000
2—Contractual Services	14,322 85	58,299 29	7,600 00	9,100 00	8,400
3—Supplies and Materials	121,448 60	99,019 71	121,025 00	138,925 00	136,675
4—Current Charges and Obligations	113 18	115 35	200 00	400 00	200
5—Equipment	675 82	1,639 49	850 00	2,470 00	20
7—Structures and Improvements	350,607 33	311,956 07	320,500 00	447,000 00	260,000
8—Land and Improvements	1,875 00	—	—	—	—
TOTALS	$1,793,320 99	$1,683,911 86	$1,607,675 00	$1,807,355 00	$1,529,295

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $153,000

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; prepares payments to contractors for work done; provides gene financial and clerical services.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
14	$45,000 00	$1,265 00	$1,505 00	$20 00	$20 00	$47,810 00

Personal Services: Division Engineer and Assistant, Head Clerk, and 11 Clerical Employees.
Contractual Services: Repair and maintenance of office machines, $265.00; binding contracts, $100.00; erection of fences, $900.00.
Supplies and Materials: First aid supplies, $5.00; postage, $500.00; cards, forms, and stationery, $1,000.00.
Current Charges and Obligations: Substriptions, $15.00; premium on bond, $5.00.
Equipment: 3 file trays, $20.00.

2. ISSUANCE OF PERMITS

Processes applications and issues approximately 10,000 permits for opening and obstructing portions of stree principally by public service corporations and city departments concerned with underground facilities; processes appli tions and arranges hearings, when necessary, for permits for approximately 17,000 signs and for approximately 400 licen for sidewalk stands.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
24	$85,000 00	$1,300 00	$2,900 00	$50 00	$89,250 00

Personal Services: Permit Supervisor and Assistant, Chief Encroachment Investigator, 4 Inspectors, 9 Encroachment Investigators, Cash 6 Clerical Employees, and a Constable.
Contractual Services: Correction of atlases, $400.00; travel expense, $500.00, printing permit books, $400.00.
Supplies and Materials: Postage, $500.00; cards, forms, and stationery, $2,400.00.
Current Charges and Obligations: Premiums on surety bonds, $50.00.

3. CONSTRUCTION AND RECONSTRUCTION OF STREETS BY CONTRACT

Prepares plans and contracts for roadway and sidewalk construction work; engineering parties furnish line and grade, ervise work done by contractors, and certify payments; inspectors are assigned to streets to assure that work is performed ccordance with specifications and report daily on work progress; operates a laboratory for testing cores taken from road- ys and sidewalks constructed; a finals section keeps independent records of work done and certifies final payments to tractors.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Structures	Total
73	$85,000 00	$605 00	$2,300 00	$33 00	$250,000 00	$337,938 00

sonal Services: Performance under this program is divided among the following sections:
Design Section: A Principal and 5 Assistant Civil Engineers, 2 Engineering Aids.
Engineering Construction Section: A Principal, 9 Assistant, and 5 Junior Civil Engineers, 15 Engineering Aids.
Construction Inspection Section: Superintendent of Highway Construction, Chief Highway Construction Inspector, and 23 Highway Construction Inspectors.
Finals Section: A Senior and an Assistant Civil Engineer, Analytical Chemist, 3 Engineering Aids, Maintenance Mechanic, Paver, and 2 Motor Equipment Operators.
ntractual Services: Repairing engineering equipment, $75.00; repairing testing machines, $125.00; travel expense, $375.00, towel service for laboratory, $30.00.
pplies and Materials: Cards, forms, and stationery, $1,400.00; compressor parts, $300.00; tools and instruments, $600.00.
rrent Charges and Obligations: Dues and subscriptions, $33.00.
uctures and Improvements: Reconstruction of Streets, $100,000.00; Sidewalks, Construction and Reconstruction Of, $150,000.00.

4. MAINTENANCE AND REPAIR OF STREETS AND SIDEWALKS BY DIVISION FORCES

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Structures	Total
274	$909,000 00	$5,230 00	$129,970 00	$97 00	$10,000 00	$1,054,297 00

sonal Services: Superintendent of Highway Maintenance, 12 District Foremen, 35 Inspectors, 75 Mechanics, including Pavers, Painters, Carpenters, Roller Operators, etc., 3 Yardmen, 48 Motor Equipment Operators, 98 Laborers, and 2 Clerks. Temporary Laborers, $5,000.00. Overtime, $4,000.00.
ntractual Services: Telephone service, $3,500.00; electric and gas service, $700.00; repairing yard facilities, $700.00; repair and maintenance of typewriters, $100.00; servicing fire extinguishers, $35.00; travel expense, $125.00; advertising, $70.00.
pplies and Materials: Coal, coke, and fuel oil, $5,000.00; custodial supplies, $150.00; first aid supplies, $20.00; postage, $200.00; cards, forms, and stationery, $500.00; roadway and sidewalk patching material, $79,000.00; cement, $7,500.00; sand, gravel, and crushed stone, $6,500.00; ready-mix concrete, $21,000.00; asphalt, $3,500.00; tools and instruments, $1,600.00; building supplies, $1,500.00; lanterns and globes, $700.00; engineering supplies, $300.00; wearing apparel, $100.00; drafting room supplies, $500.00; Enduro, $1,100.00; cinders, $500.00; loam, lamp- black, etc., $600.00; compressor parts, $300.00; electrical supplies, $300.00.
rrent Charges and Obligations: Rental of bulldozer, $97.00.
uctures and Improvements: Street Signs, $10,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
dministrative and General Services	14	$45,000 00	$1,265 00	$1,505 00	$20 00	$20 00	—	$47,810 00
ssuance of Permits	24	85,000 00	1,300 00	2,900 00	50 00	—	—	89,250 00
Construction and Reconstruction of Streets and Sidewalks by Contract	73	85,000 00	605 00	2,300 00	33 00	—	$250,000 00	337,938 00
Maintenance and Repair of Streets and Sidewalks by Division Forces	274	909,000 00	5,230 00	129,970 00	97 00	—	10,000 00	1,054,297 00
TOTALS	385	$1,124,000 00	$8,400 00	$136,675 00	$200 00	$20 00	$260,000 00	$1,529,295 00

SURVEY DIVISION, PUBLIC WORKS DEPARTMENT

1–03–14

The Survey Division performs engineering services for the various divisions of the Public Works Department a other city departments. It also does the administrative and engineering work required by the Public Improvement Co mission for its operation.

The principal engineering duties include making plans and estimates for the laying out and improvement of pub highways; making surveys relating to the maintenance of street line location records; taking easements for sewerage wor staking out lines and grades for the construction of highways, sewerage, etc.; making property surveys of land to be acquir by the city by eminent domain; and making engineering surveys and plans required by other city departments.

The administrative functions performed for the Public Improvement Commission include the processing of petitio arranging for public hearings, preparing orders to carry out the decisions of the commission, and maintaining the reco and files.

A — BUDGET SUMMARY

Group	1954* Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$93,986 49	$115,000 00	$117,663 00	$108,500
2—Contractual Services	2,309 88	2,916 00	3,276 00	2,700
3—Supplies and Materials	4,154 60	6,800 00	6,640 00	6,000
4—Current Charges and Obligations	4 00	30 00	30 00	25
5—Equipment	2,506 26	400 00	4,512 00	200
TOTALS	$102,961 23	$125,146 00	$132,121 00	$117,425

* May 1 to December 31

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervision and direction of activities; processes petitions, schedules hearings, prepares orders and records of t Public Improvement Commission for land damages, street and sewer betterments, and eminent domain takings; perfor general financial and clerical services.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	$37,900 00	$775 00	$1,300 00	$25 00	$80 00	$40,080 00

Personal Services: Chief Engineer, Executive Secretary and Assistant, and 5 Clerical Employees.
Contractual Services: Repair and maintenance of office machines, $75.00; travel expense, $300.00; printing and binding, $400.00.
Supplies and Materials: Postage, $400.00; cards, forms, and stationery, $900.00.
Current Charges and Obligations: Dues and subscriptions, $25.00.
Equipment: City directory, $80.00.

2. ENGINEERING SURVEYS AND PREPARATION OF PLANS FOR PUBLIC IMPROVEMENTS

Makes surveys and prepares plans for the layout and widening of public ways, easements for sewerage works a eminent domain takings; maintains street line records for use of surveyors, builders, and property owners; prepares repo on construction costs, land damages, and betterments; does photostatic reproduction work for Public Works Departme and other city departments.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
36	$70,600 00	$1,925 00	$4,700 00	$120 00	$77,345 00

Personal Services: Performance under this program is divided among the following sections:
Office Engineering Section: Senior Designing Engineer, Principal Clerk, and 4 Engineering Aids.
Field Engineering Section: A Senior, 8 Assistant, and 4 Junior Civil Engineers, 13 Engineering Aids, Principal Clerk.
Photostat Section: Head Photostat Operator and 2 Photostat Operators.
Overtime on surveys of off-street parking facilities, $500.00.
Contractual Services: Repair and maintenance of office machines, $175.00; repair of engineering instruments, $350.00; travel expense, $1,300.0 printing photographs, $50.00; recording at Registry of Deeds, $50.00.
Supplies and Materials: Cards, forms, and stationery, $400.00; tracing, drawing, ozalid, and blueprint paper and tracing cloth, $3,900.0 engineering supplies, $400.00.
Equipment: Engineering books, $120.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	8	$37,900 00	$775 00	$1,300 00	$25 00	$80 00	$40,080 00
Engineering Surveys and Preparation of Plans for Public Improvements	36	70,600 00	1,925 00	4,700 00	—	120 00	77,345 00
Totals	44	$108,500 00	$2,700 00	$6,000 00	$25 00	$200 00	$117,425 00

LIGHTING SERVICE, PUBLIC WORKS DEPARTMENT

1–03–21

The Lighting Service is responsible for the installation, operation, and maintenance by contractors of the street hting facilities throughout the city, and for the program of replacing gas lights with electric lighting facilities. There e 870 miles of streets lighted by 23,384 electric lamps and 3,155 gas lamps. It is planned to install 300 electric lamps in ace of gas lights in 1956.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
–Personal Services	$11,097 55	$15,912 80	$20,302 00	$20,386 00	$20,300 00
–Contractual Services	1,338,243 42	1,331,480 32	1,400,060 00	1,460,521 00	1,448,060 00
–Supplies and Materials	111 02	1,962 67	1,850 00	1,850 00	1,850 00
–Equipment	—	294 43	300 00	300 00	—
Totals	$1,349,451 99	$1,349,650 22	$1,422,512 00	$1,483,057 00	$1,470,210 00

B — DEPARTMENTAL REVENUES

timated departmental revenues for 1956 — damaged lamps $1,000 00

C — PROGRAMS

1. INSTALLATION AND MAINTENANCE OF STREET LIGHTING FACILITIES

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
5	$20,300 00	$1,448,060 00	$1,850 00	$1,470,210 00

rsonal Services: 2 Assistant Electrical Engineers, Electrician, Inspector, and Clerk.

ntractual Services: Operating cost for electric lamps, $1,285,000.00; operating cost of gas lamps, $40,000.00; operating cost for approximately 20 footways, underpasses, etc., $5,000.00; operating cost for Fitzgerald Expressway, $20,000.00; maintenance of approximately 3,000 gas lamps, $70,000.00; repairing, relocating, and replacing existing electric lamps, $8,000.00; repairing and replacing existing gas lamps, $5,000.00; removal of abandoned gas lamp posts, $15,000.00; employees' carfares, $10.00; advertising bids for contract for removal of gas lamp posts, $50.00.

pplies and Materials: Forms, cards, and stationery, $350.00; electrical supplies for maintenance of footways, underpasses, etc., $1,500.00.

SEWER SERVICE, PUBLIC WORKS DEPARTMENT

1–03–31

The Sewer Service is responsible for the disposal of the industrial, commercial, and domestic wastes of the city as w as the disposal of storm and surface waters from the highways. The accomplishment of these purposes requires that it be member of both the North and South Metropolitan Sewerage Systems and maintain its own disposal plant. This latt plant maintains a pumping station and storage basins for the disposal of about 112,000,000 gallons of sewage per day. Tw minor pumping stations are also in operation. It maintains 1,311 miles of common sewers and surface drains and 24,2 catch basins.

The Sewer Service carries on a sewer construction program amounting to between $500,000 and $1,000,000 annuall which is financed by bond issues. Abutting properties are assessed for sewer construction, but not for maintenance, t cost of which is borne by the annual budget.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommend by Mayor
1—Personal Services	$648,194 49	$652,374 32	$582,000 00	$602,593 00	$586,000
2—Contractual Services	139,918 15	134,192 69	155,500 00	180,600 00	180,450
3—Supplies and Materials	20,358 17	26,212 33	18,530 00	20,484 00	19,555
4—Current Charges and Obligations	578 80	756 30	682 00	732 00	712
5—Equipment	2,063 47	12,944 05	315 00	715 00	500
7—Structures and Improvements	148,182 98	7,818 03	157,000 00	157,000 00	—
8—Land and Improvements	1,875 00	—	—	—	—
Totals	$961,171 06	$834,297 72	$914,027 00	$962,124 00	$787,217

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $36,200 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervision and direction of activities; provides general financial and clerical services.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
9	$43,000 00	$570 00	$630 00	$12 00	$44,212 00

Personal Services: Division Engineer, Head Administrative Clerk, Head Clerk, 5 Clerical Employees, and Photostat Operator.
Contractual Services: Repairs to office machines, $50.00; travel expense, $500.00; binding, $20.00.
Supplies and Materials: Postage, $200.00; cards, forms, and stationery, $380.00; blueprinting supplies, $50.00.
Current Charges and Obligations: Dues and subscriptions, $12.00.

2. DESIGN OF SEWERAGE WORKS AND SUPERVISION OF CONSTRUCTION CONTRACTS

Responsible for hydraulic and structural design of major sewer structures; performs field and office work required f sewer construction work done by contractors, including surveys, plans, preparation of contracts, and supervision and inspe tion of contract work.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
56	$26,000 00	$86,140 00	$1,200 00	$15 00	$113,355 00

Personal Services: Performance under this program is divided between the following sections:
Engineering and Construction Section: 3 Principal, a Senior, 14 Assistant, and 4 Junior Civil Engineers, 7 Engineering Aids, Chief C tion Inspector, 12 Inspectors, and 4 Laborers.
Design Engineering Section: A Principal and 2 Assistant Engineers, 6 Engineering Aids, and a Repairman.
Contractual Services: Contract catch-basin cleaning, $75,000.00; emergency sewer repairs, $10,000.00; street repairs, $1,000.00; advertisi $100.00; binding, $40.00.
Supplies and Materials: Cards, forms, and stationery, $750.00; engineering supplies, $450.00.
Equipment: Engineering books, $15.00.

3. MAINTENANCE AND REPAIR OF SEWER SYSTEM BY DISTRICT FORCES

Crews in district yards answer complaints; clean catch basins and sewers; repair sewers, manholes and catch basins; rice and repair tidegates.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
97	$333,800 00	$3,285 00	$10,460 00	$485 00	$348,030 00

sonal Services: Superintendent of Maintenance, Tidegate Foreman, 4 District Foremen, Yardmaster, Inspector, 6 Working Foremen, Carpenter, 5 Bricklayers, 9 Catch-Basin Machine Operators, 4 Tidegate Repairmen, Heavy Equipment Operator, 16 Sewer Cleaners, 2 Yardmen 22 Motor Equipment Operators, and 23 Laborers. Overtime, $5,800.00.
ntractual Services: Telephone service, $2,520.00; electric service, $360.00; roof and masonry repairs, $250.00; wheat light repairs, $50.00; towel service, $105.00.
pplies and Materials: Coal and fuel oil, $1,200.00; custodial supplies, $190.00; first aid supplies, $30.00; postage, $150.00; cards, forms, and stationery, $610.00; lumber, $900.00; wearing apparel, $300.00; sewer rods, $1,300.00; cement and sand, $1,500.00; clay pipe, $1,300.00; lanterns, $400.00; cable, $300.00; tools, $500.00; nails, paint, screening, etc., $580.00.
ipment: Fire hose, $200.00; flushing bags, $150.00; wheat lights, $100.00; ladders, $35.00.

4. OPERATION AND MAINTENANCE OF DISPOSAL WORKS

Operates pumping stations for disposal of sewage and storm water on a 24-hour basis; makes mechanical and electrical airs to sewage pumps.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
39	$150,200 00	$89,255 00	$8,069 00	$700 00	$248,244 00

sonal Services: Chief Engineer, District Foreman, 2 Electrician-Operators, 4 Pumping Station Engineers, 5 Gatemen, Principal Clerk, 2 Screen Operators, 3 Oilers, 10 Steam Firemen, 4 Maintenance Men, 5 Motor Equipment Operator-Laborers. Temporary employees for pumping station, $1,000.00. Overtime, $6,200.00.
ntractual Services: Telephone expense, $480.00; electric service, $84,640.00; roofing and masonry repairs, $750.00; motor and pump repairs, $3,000.00; inspection and repair of high tension switches, $300.00; towel service, $85.00.
pplies and Materials: Ice for drinking water, $25.00; coal and fuel oil, $5,400.00; custodial supplies, $110.00; postage, $75.00; cards, forms, and stationery, $59.00; bearings, lifting rods, contacts, etc., $1,000.00; Calco gates, $1,100.00; chain, bolts, nuts, etc., $300.00.
rent Charges and Obligations: Real estate tax to City of Quincy, $700.00.

5. ISSUANCE OF PERMITS AND MAINTENANCE OF RECORD PLANS

Issues permits for sewer work, laying and repair of house drains, keeps sewer record plans, prepares assessment plans, pects house drain work, investigates complaints, and prepares reports on cases involving possible damage suits against city.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
7	$33,000 00	$1,200 00	$396 00	$34,596 00

sonal Services: A Principal and an Assistant Civil Engineer, Chief Inspector, 2 Inspectors, Principal Clerk, and Engineering Aid.
ntractual Services: Travel expense, $1,200.00.
pplies and Materials: Cards, forms, and stationery, $376.00; engineering supplies, $20.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	9	$43,000 00	$570 00	$630 00	$12 00	—	$44,212 00
Design of Sewerage Works and Supervision of Construction Contracts	56	26,000 00	86,140 00	1,200 00	—	$15 00	113,355 00
Maintenance and Repair of Sewer System by District Forces	97	333,800 00	3,285 00	9,260 00	—	485 00	346,830 00
Operation and Maintenance of Disposal Works	39	150,200 00	89,255 00	8,069 00	700 00	—	248,224 00
Issuance of Permits and Maintenance of Record Plans	7	33,000 00	1,200 00	396 00	—	—	34,596 00
TOTALS	208	$586,000 00	$180,450 00	$19,555 00	$712 00	$500 00	$787,217 00

SANITARY SERVICE, PUBLIC WORKS DEPARTMENT

1–03–41

The Sanitary Service has charge of the collection and removal of ashes, garbage, and refuse and the cleaning a flushing of 736 miles of streets. Refuse collection is performed by contractors, and street cleaning is done by departme forces.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommend by Mayor
1—Personal Services	$2,398,197 13	$2,111,778 84	$2,140,000 00	$2,243,999 00	$2,140,000
2—Contractual Services	2,655,753 16	2,673,756 12	2,595,900 00	2,594,325 00	2,587,300
3—Supplies and Materials	42,345 36	38,668 88	36,625 00	46,950 00	40,625
4—Current Charges and Obligations	1,083 00	252 20	258 00	263 00	243
5—Equipment	6,345 17	43,588 44	3,150 00	4,610 00	2,350
7—Structures and Improvements	—	600 00	—	—	—
8—Land and Improvements	1,875 00	175 00	20,000 00	—	—
Totals	$5,105,598 82	$4,868,819 48	$4,795,933 00	$4,890,147 00	$4,770,518

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $5,000

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	$45,000 00	$1,050 00	$300 00	$18 00	$10 00	$46,378 00

Personal Services: Division Engineer, Chief Engineer, General Superintendent, Head Clerk, Senior Public Relations Representative, and Clerical Employees.
Contractual Services: Servicing of office equipment, $100.00; advertising, $400.00; mimeographing and photographing, $150.00; printing a binding, $400.00.
Supplies and Materials: Postage, $100.00; cards, forms, and stationery, $200.00.
Current Charges and Obligations: Dues and subscriptions, $18.00.
Equipment: Dues, $10.00.

2. COLLECTION AND DISPOSAL OF WASTE

Responsible for the collection of waste by contractors in the several districts of the city and the disposal of refuse dumps and disposal stations for scows; approximately 1,600,000 cubic yards of rubbish and 110,000 cubic yards of garba are removed and disposed of annually.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
82	$315,000 00	$2,557,250 00	$975 00	$150 00	$550 00	$2,873,925 00

Personal Services: Superintendent, 10 District Supervisors, Marine Captain, 2 District Foremen, 33 Inspectors, 2 Bulldozer Operators, 17 Mo Equipment Operators, 16 Laborers.
Contractual Services: Telephone service, $1,900.00; electric and gas service, $1,400.00; contracts for collection of waste, $2,092,700.00; contra for disposal of waste, $434,100.00; hire of dumps, $13,200.00; rewire Victory Road disposal station, $1,500.00; repairs to piling, waling, et at Victory Road disposal station, $11,000.00; towel service, $100.00; cleaning coveralls, etc., $150.00; rat control at Mile road and at Gardn street, $1,200.00.
Supplies and Materials: Coal and fuel oil, $500.00; custodial supplies, $175.00; postage, $50.00; cards, forms, and stationery, $250.00.
Current Charges and Obligations: Vehicle plates for transportation permittees, $60.00; dump permit fees, $15.00; rent Gibson Street Ya $75.00.
Equipment: Office furniture, $75.00; fire hose and couplings, $350.00; fire extinguishers, $50.00; stoves for yards, $75.00.

3. CLEANING PUBLIC WAYS BY DIVISION FORCES

Responsible for manual and mechanical street-cleaning operations with 25 sweepers, 6 flushers, 100 trucks, 350 Hyland-e, and 50 Dempster-type waste receptacles and 100 pushcarts. Residential areas are cleaned weekly and downtown ets daily.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
502	$1,611,000 00	$22,250 00	$17,775 00	$75 00	$650 00	$1,651,750 00

sonal Services: Superintendent, 3 District Supervisors, 4 District Foremen, 37 Inspectors, Yardmaster, 2 Working Foremen, 58 Heavy Motor Equipment Operators, 95 Motor Equipment Operators, 295 Laborers, and 6 Constables. Overtime, $36,000.00.
tractual Services: Telephone service, $2,100.00; electric and gas service, $1,400.00; electric repairs at yards, $300.00; plumbing and heating plant at Gibson Street Yard, $1,000.00; roof repairs at Hancock Street Yard, $1,200.00; rewiring at Albany street, $1,000.00; attach sweeper hose couplings, $150.00; repairing and sharpening tools, $350.00; repairing office machines, $100.00; refills for sweeper broom cores, $13,000.00; travel expense $400.00; towel service, $300.00; spring clean-up posters and signs, $200.00; cleaning coveralls, $750.00.
plies and Materials: Parts for mechanical sweepers, including broom cores, conveyor side plates, dirt shoes, etc., $9,000.00; coal and fuel oil, $1,500.00; custodial supplies, $175.00; postage, $75.00; cards, forms, and stationery, $1,025.00; lumber, $2,000.00; hardware and plumbing supplies, $300.00; painting supplies, $1,000.00; miscellaneous building supplies, $2,700.00.
rent Charges and Obligations: Rent Gibson Street Yard, $75.00.
ipment: Office furniture, $75.00; stoves for yards, $75.00; pushcarts for street-cleaning patrols, $500.00.

4. MAINTENANCE AND REPAIR OF EQUIPMENT AND FACILITIES

Repairs motor-sweeping equipment and street receptacles; attaches, removes, and repairs snowplows; repairs district l facilities; receives, stores, and issues stock to district yards.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
53	$169,000 00	$6,750 00	$21,575 00	$1,140 00	$198,465 00

sonal Services: General Foreman, Principal Storekeeper, 3 Foremen, Inspector, Working Foreman-Welder, 8 Blacksmiths, 2 Welders, 6 Carpenters, 4 Painters, 7 other Mechanics, including Bricklayer, Sheet Metal Worker, etc., Heavy Motor Equipment Operator, Telephone Operator, 3 Motor Equipment Operators, 12 Mechanics' Helpers, 2 Laborers. Overtime, $4,000.00.
tractual Services: Telephone service, $500.00; electric and gas service, $1,200.00; electric wiring at new carpenter and blacksmith shops, Albany street, $1,000.00; repairs at district yards, $1,500.00; machinery and tool repairs, $1,000.00; repairs to miscellaneous equipment such as lawn mowers, torches, etc., $250.00; towel service, $300.00; cleaning coveralls, $600.00; printing and binding, $400.00.
plies and Materials: Coal and fuel oil, $2,000.00; custodial supplies, $350.00; first aid supplies, $25.00; cards, forms, and stationery, $200.00; lumber, $2,000.00; painting supplies, $2,000.00; tools and instruments, $4,000.00; gutter broom wire, $5,500.00; windows for new carpenter shop, $2,000.00; wearing apparel, $500.00; miscellaneous supplies such as hardware, wire netting, cable, rope, etc., $3,000.00.
ipment: 3 A. C. motors, $900.00; fire extinguishers, $50.00; storage cabinets, $190.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
dministrative and General Services	12	$45,000 00	$1,050 00	$300 00	$18 00	$10 00	$46,378 00
ollection and Disposal of Waste	82	315,000 00	2,557,250 00	975 00	150 00	550 00	2,873,925 00
leaning Public Ways by Division Forces	502	1,611,000 00	22,250 00	17,775 00	75 00	650 00	1,651,750 00
laintenance and Repair of Equipment and Facilities	53	169,000 00	6,750 00	21,575 00	—	1,140 00	198,465 00
TOTALS	649	$2,140,000 00	$2,587,300 00	$40,625 00	$243 00	$2,350 00	$4,770,518 00

AUTOMOTIVE DIVISION, PUBLIC WORKS DEPARTMENT

1–03–52

The Automotive Division is responsible for the care and maintenance of automotive equipment owned by the Publ Works Department, and for the operation and maintenance of 5 garages and 10 gas pumps for dispensing gasoline. A mobi patrol organized for the protection of department property in all sections of the city and a motor pool of passenger ca and trucks are also under the jurisdiction of the division.

The department's fleet of 502 units of automotive equipment under the supervision of this division consists of 2 trucks of various sizes, 37 snow fighters, 3 snow loaders, 4 bucket loaders, 19 front bucket loaders, 3 tractors, 6 stre flushers, 25 street sweepers, 11 gasoline road rollers, 16 compressors, 6 catch-basin cleaners, 71 passenger cars, and 44 iten of miscellaneous equipment. Of these units 456 are registered under the motor vehicle law of the Commonwealth.

A—BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommend by Mayor
1—Personal Services	$446,870 19	$436,306 50	$440,300 00	$478,193 00	$430,300
2—Contractual Services	48,420 26	49,997 68	32,832 00	64,746 00	49,230
3—Supplies and Materials	148,801 44	156,759 41	118,835 00	161,165 00	155,735
4—Current Charges and Obligations	9,131 70	12,360 79	10,000 00	9,205 00	9,200
5—Equipment	91,445 84	31,662 52	249 00	366,462 00	249
Totals	$744,669 43	$687,086 90	$602,216 00	$1,079,771 00	$644,714

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; operates a motor pool transportation for city officials.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
12	$45,000 00	$505 00	$2,500 00	$48,005 00

Personal Services: Division Engineer, Head Clerk, 8 Clerical Employees, Dispatcher, and Motor Vehicle Operator.
Contractual Services: Servicing of office equipment, $75.00; mileage for private car, $130.00; mimeographing, $100.00; telephone serv $200.00.
Supplies and Materials: Cards, forms, and stationery, $2,500.00.

2. MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

Maintains and repairs departmental automotive equipment including overhauls, major and minor repair jobs.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
47	$165,800 00	$40,125 00	$71,535 00	$1,200 00	$278,660 00

Personal Services: Superintendent of Automotive Maintenance, Principal Storekeeper, 2 Motor Equipment Repair Foremen, Motor Equipm Repair Inspector, Welder Foreman, 29 Repairmen, 2 Storekeepers, 6 Motor Equipment Operators, 4 Attendants and Laborers. Overti $800.00.
Contractual Services: Telephone service, $2,400.00; electric service, $2,200.00; repairs to buildings, $1,000.00; outside repairs to automo equipment, $32,500.00; repairing tools and equipment, $600.00; repairs to radio-telephones, $575.00; cleaning mechanics' coveralls, $800 express charges, $50.00.
Supplies and Materials: Tires and tubes, $14,000.00; automotive repair parts, $33,000.00; sweeper parts, $11,000.00; loader parts, $3,000 antifreeze, brake fluid, solvents, etc., $3,000.00; fuel oil, $3,500.00; first aid kits, $35.00; garage tools and instruments, $1,700.00; wea apparel, $400.00; wire, rags, hose, acetylene, tape, etc., $1,900.00.
Current Charges and Obligations: Registration of vehicles, $1,200.00.

3. STORAGE OF VEHICLES AND DISPENSING GASOLINE AND OIL

Provides indoor storage for 150 vehicles at Dorchester, South End, Hyde Park, and Forest Hills garages; dispenses oline and oil at those locations.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
29	$102,500 00	$8,050 00	$81,450 00	$8,000 00	$249 00	$200,249 00

sonal Services: Garage Superintendent and Auto Inspector, 7 Foremen, 2 Repairmen, Motor Equipment Operator, 17 Garage Attendants, and a Laborer. Overtime, $2,500.00.
ntractual Services: Telephone service, $900.00; electric service, $2,800.00; repairs to garage buildings, $3,000.00; repairing and servicing oil burners, $1,100.00; repairing gasoline ticket printers, $100.00; inspection of elevators, burners, and meters, $150.00.
pplies and Materials: Gasoline, oil, and grease, $71,000.00; fuel oil, $7,500.00; cleaning compounds, etc., $1,900.00; floor paint, $600.00; building repair supplies, $300.00; miscellaneous supplies, $150.00.
rrent Charges and Obligations: Storage of vehicles in private garages during 5 winter months, $8,000.00.
ipment: 6 fire extinguishers, $249.00.

4. PROTECTING DEPARTMENTAL PROPERTY AND EQUIPMENT

Provides protective service by inspection visits from 4 P.M. to 8 A.M. on weekdays and all day on Saturdays, Sundays, l holidays; watchmen are on duty at the larger installations.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
42	$117,000 00	$550 00	$250 00	$117,800 00

sonal Services: Supervisor, 3 Sergeants, 15 Mobile Guards, 22 Watchmen, and a Clerk. Overtime, $2,000 00.
ntractual Services: Telephone service, $500.00; repairing watch clocks, $50.00.
pplies and Materials: Uniforms, $250.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	12	$45,000 00	$505 00	$2,500 00	—	—	$48,005 00
Maintenance and Repair of Automotive Equipment	47	165,800 00	40,125 00	71,535 00	$1,200 00	—	278,660 00
Storage of Vehicles and Dispensing Gasoline and Oil	29	102,500 00	8,050 00	81,450 00	8,000 00	$249 00	200,249 00
Protecting Departmental Property and Equipment	42	117,000 00	550 00	250 00	—	—	117,800 00
TOTALS	130	$430,300 00	$49,230 00	$155,735 00	$9,200 00	$249 00	$644,714 00

HEALTH DEPARTMENT

1–05–00

The Health Department represents a combination of functions relating to the protection and promotion of publi health, the recording of vital statistics and the regulation of weighing and measuring devices. The department consists o three divisions and is in charge of the Health Commissioner.

Title	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
Health Division	$1,693,758 71	$1,017,012 75	$1,614,233 00	$1,850,901 00	$1,680,225 0
Registry Division	148,171 50	94,183 65	147,712 00	150,052 00	142,172 0
Weights and Measures Division	89,831 36	58,089 72	84,668 00	93,127 00	86,594 0
TOTALS	$1,931,761 57	$1,169,286 12	$1,846,613 00	$2,094,080 00	$1,908,991 0

The amounts tabulated above for the divisions specified are summarized by object of expense as follows:

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
1—Personal Services	$1,591,729 91	$976,805 60	$1,562,646 00	$1,657,919 00	$1,556,611 0
2—Contractual Services	267,305 22	150,850 68	211,655 00	221,952 00	208,010 0
3—Supplies and Materials	64,652 70	33,773 76	64,275 00	130,999 00	70,375 0
4—Current Charges and Obligations	3,255 67	2,278 71	3,287 00	3,380 00	3,365 0
5—Equipment	4,818 07	5,577 37	4,750 00	14,830 00	5,630 0
7—Structures and Improvements	—	—	—	65,000 00	65,000 0
TOTALS	$1,931,761 57	$1,169,286 12	$1,846,613 00	$2,094,080 00	$1,908,991 0

In the pages that follow, the detail applicable to each of the three divisions of the department is presented.

HEALTH DIVISION, HEALTH DEPARTMENT

1–05–21

The Health Division of the Health Department is responsible for those activities of the municipal government which primarily designed to protect or promote the public health. It enforces statutory laws, ordinances, and regulations aling with public health, and provides direct and indirect services to the population, including communicable disease ntrol, environmental sanitation, and child hygiene. It operates through four sections which contain several bureaus, with nctions as described below. The Administrative and General Services Section coordinates the activities of the bureaus der its jurisdiction.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
-Personal Services	$1,384,197 43	$1,304,016 48	$1,355,305 00	$1,445,166 00	$1,351,805 00
-Contractual Services	252,751 41	189,145 71	200,200 00	211,010 00	197,800 00
-Supplies and Materials	52,506 44	56,260 12	52,300 00	118,100 00	58,300 00
-Current Charges and Obligations	1,721 00	2,143 45	1,728 00	1,825 00	1,820 00
-Equipment	2,582 43	4,356 93	4,700 00	9,800 00	5,500 00
-Structures and Improvements	—	—	—	65,000 00	65,000 00
TOTALS	$1,693,758 71	$1,555,922 69	$1,614,233 00	$1,850,901 00	$1,680,225 00

B — DEPARTMENTAL REVENUES

timated departmental revenues for 1956 $34,338 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the Health Division. Coordinates the fiscal and administrative phases of the vision, including preparation of the budget, financial transactions, and management of personnel; and performs all functions cessary to the issuance of 22 separate types of licenses. In 1955, 11,475 licenses were issued. Compiles and maintains mplete records on births, deaths, and reportable diseases; issues burial, transportation, and removal permits to funeral rectors; and reviews all record forms used by the Health Division. In 1955 there were 14,615 permits issued to funeral rectors. Approximately 14,226 births were recorded and 8,898 deaths of Boston citizens were reported. Coordinates alth education activities within the Health Division and organizes health programs in schools and the community.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
30	$121,050 00	$11,980 00	$4,250 00	$720 00	$138,000 00

rsonal Services: Performance under this program is divided among the following sections:
Administrative Section: Commissioner, Head Administrative Clerk, Head Clerk and Stenographer, Legal Assistant.
Bureau of Administration: Director, Section of General Services, Head Clerk, Senior Cashier, 2 Cashiers, Senior Settlement Investigator, 4 Clerical Employees.
Garage and Automotive Service: Garage Foreman, Ambulance Service Foreman, 2 Motor Equipment Operators.
Bureau of Vital Statistics: Chief, Bureau of Vital Statistics, Principal Statistical Machine Operator, 2 Clerical Employees.
Bureau of Health Education: Director of Public Health Education, 4 Public Health Educators, Motion Picture Operator, 2 Clerical Employees.

ntractual Services: Telephone service, $6,000.00; servicing of office equipment, $800.00; transportation of persons, $1,400.00; convention travel, $200.00; advertising and posting, $150.00; gown and apron service, $3,430.00.

pplies and Materials: Gasoline, grease, and lubricating oils, $925.00; tires and tubes, $75.00; postage, $3,000.00; tools and instruments, $100.00; plastic aprons, $100.00; rock salt, $50.00.

rrent Charges and Obligations: Rental of statistical machines, $498.00; dues and subscriptions, $200.00; registration of motor vehicles, $22.00.

2. DETECTION AND CONTROL OF COMMUNICABLE DISEASES

Coordinates the activities of the 4 bureaus within the section and acts as the liaison with the other 3 tions of the Health Division to permit more effective functions of the various programs. Provides full control for all portable diseases as required by law. In 1955 there were 12,775 cases reported, processed, and followed when necessary. he 10 full-time public health physicians and 5 part-time public health physicians listed under the Child Hygiene Bureau so function in this bureau. Carries out a program to detect tuberculosis cases, to commit and/or arrange for treatment d hospitalization, and to follow up known cases in order to protect the health of the patient and the community. There

Health Division, Health Department — Continued

were 855 new cases of tuberculosis discovered, reported, and processed in 1955; 18,823 visits made to clinics by tuberculo patients; and 91,364 70-mm. films and 12,003 large X-ray plates taken on the mobile X-ray unit and at health unit clinic Performs cultural, microscopic, and serological examinations of specimens submitted by physicians, hospitals, and clini to assist in establishing diagnosis of diseases and aid epidemiological studies. As an average over the last 5-year perio 58,000 specimens annually were prepared and examined.

Personal Services		Contractual	Supplies		
No.	Amount	Services	Materials	Equipment	Total
36	$128,430 00	$73,900 00	$23,250 00	$1,600 00	$227,180 00

Personal Services: Performance under this program is divided among the following sections:
Medical Service Section: Director, Section of Medical Service, Head Clerk, Principal Hospital and Institutional Inspector, and Supervis
Bureau of Communicable Disease: Chief of Bureau of Communicable Disease, Supervising Public Health Nurse, Public Health Investigat Principal Clerk and Stenographer, Principal Clerk and Typist, 3 Clerical Employees.
Bureau of Tuberculosis: Senior Physician, Roentgenology, Chief Examining Physician, Tuberculosis, 2 Principal Clerk-Stenographers, Pri cipal X-Ray Technician, Senior X-Ray Technician, 5 Clerical Employees.
Bureau of Diagnostic Laboratories: Principal Bacteriologist, Senior Bacteriologist, 4 Junior Bacteriologists, 3 Laboratory Assistants, 2 Med Men, 3 Clerical Assistants.
Overtime: Service of employees on Saturdays, Sundays, and holidays in diagnostic laboratory, $2,000.00.
Contractual Services: Telephone service, $600.00; repairs of instruments and laboratory equipment, $900.00; transportation of persons, $600.0 care of tuberculosis patients, $58,000.00; care of patients with communicable disease, $1,000.00; cleaning, gown and apron service, $1,500.0 professional services at tuberculosis clinics, $11,000.00; printing, binding, and ruling, $300.00.
Supplies and Materials: Medical, dental, and hospital supplies, $14,100.00; postage, $6,000.00; forms, cards, and stationery, $700.00; cleani and custodial supplies, $350.00; diagnostic and chemical supplies, $2,100.00.
Equipment: X-ray equipment in health units, $1,000.00; animal cages for diagnostic laboratory, $600.00.

3. OPERATION OF LOCAL HEALTH SERVICES

Coordinates the activities of the 2 bureaus within the section and acts as the liaison with the other 3 sections the Health Division to permit more effective functioning of the various programs.

The 10 George Robert White Fund Health Units provide local headquarters in the several communities of Bost for the Health Division and for the various health, welfare, and social agencies, but maintenance is provided entirely the Health Division.

Operates the 18 decentralized stations of the Health Division, bringing the preventive services of the Health Divisi to the various neighborhoods of the city. Last year the public health physicians gave 23,519 inoculations, made 19,7 inspections and 12,286 physicial examinations of parochial school children, and performed 1,251 eye examinations.

Provides dental education, preventive and therapeutic dental care to children in 14 clinics located throughout t city. There were 88,697 children examined and/or treated at the various dental clinics in 1955, with 51,051 fillings a 20,729 extractions made, and 16,917 given prophylactic treatment.

Personal Services		Contractual	Supplies	Current		Structures	
No.	Amount	Services	Materials	Charges	Equipment	Improvements	Total
100	$394,855 00	$89,300 00	$23,850 00	$900 00	$3,300 00	$65,000 00	$577,205 00

Personal Services: Performance under this program is divided among the following sections:
Administrative Section: Director, Section of Local Health Services, Head Clerk.
Maintenance of Health Units: Building Maintenance Supervisor, Assistant Building Supervisor, Senior Building Custodian, 26 Junior Buildi Custodians, Matron.
Bureau of Child Hygiene and Health Units: 15 Public Health Physicians, Physician-Ophthalmologist, 3 Principal Clerk-Stenographe 5 Clerical Employees.
Bureau of Dental Services: Director of Dental Services, Dental Supervisor, 25 Public Health Dentists, 10 Dental Hygienists, Principal Cle 3 Dental Assistants, Dental Equipment Repairman, 2 Clerks.
Overtime: $2,000.00; temporary employees, $2,805.00.
Contractual Services: Telephone service, $1,700.00; light, heat, and power, $14,000.00; carpentry, electrical, plumbing, and miscellaneous repai $10,000.00; servicing of equipment, $450.00; transportation of persons, $2,300.00; board and care of persons, $35,500.00; well baby clini $21,000.00 gown and apron service, $3,950.00; printing, binding, ruling, $300.00; contractual services not otherwise classified, $100.00.
Supplies and Materials: Coal, $1,200.00; fuel oil, $14,800.00; cleaning and custodial supplies, $2,500.00; medical, dental, hospital suppli $2,500.00; postage, forms, cards, and stationery, $1,500.00; glass, paints, etc., $200.00; repair parts for dental and electrical equipment, $500.0 general operating supplies and materials, $650.00.
Current Charges and Obligations: Rent, taxes, and licenses, $900.00.
Equipment: Medical, dental, and hospital equipment, $3,300.00.
Structures and Improvements:
Building and Improvements:
Interior painting and items incidental to painting in 6 health units, $21,000.00; painting and caulking all exterior windows, doors, resetti parapet coping, repairing and painting fire escapes, $16,000.00; roofing and repair of metal flashing, $6,000.00; pointing stone a brick work, $5,500.00; repairing solarium roofs and replacing screens, $5,800.00; furnishing and installing fluorescent lighting wh essential at the health units, $3,500.00.
Other Structures and Improvements:
Resurfacing yards, $3,000.00; painting wrought-iron fences, $4,200.00.

4. PUBLIC HEALTH NURSING SERVICE

Performs a generalized public health nursing service functioning through clinics, day care agencies, parochial schoo and in the home. There were 51,159 home visits for child hygiene purposes, 10,306 home visits for communicable dise cases, and 7,440 home visits to tuberculosis cases and contacts made by the nurses; 2,520 home visits and 3,257 school int views with parents, 7,485 school interviews with teachers for the correction of defects in school children were also conduct

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
107	$398,120 00	$8,650 00	$2,900 00	$600 00	$410,270 00

rsonal Services: Director of Public Health Nurses, Principal Public Health Nurse, 15 Supervising Public Health Nurses, Public Health Nutritionist, 84 Public Health Nurses, Principal Clerk and Typist, Principal Clerk and Stenographer, 3 Clerical Employees.
ntractual Services: Telephone services, $500.00; transportation of persons, $6,000.00; Social Service Index, $150.00; cleaning nurses' gowns and aprons, $2,000.00.
pplies and Materials: Cleaning and custodial supplies, $100.00; medical, dental, hospital supplies, $700.00; postage, forms, cards and stationery, $2,000.00; photographic supplies, $100.00.
uipment: Leather bags for nurses, $600.00.

PROTECTIVE INSPECTIONS OF FOOD SUPPLIES, HOUSING, AND SANITATION, AND ENFORCEMENT OF PUBLIC HEALTH LAWS

Coordinates the activities of the 4 bureaus within the section and acts as the liaison with the other 3 sections of the ealth Division to permit more effective functioning of the various programs.

Functions to prevent or remove nuisances injurious to the public health, comfort, or convenience and to enforce ws, ordinances, and regulations relating to environmental sanitation. In 1955 there were 77,067 inspections made and 2,817 notices served; 10,346 nuisances were abated; and 592 complaints were referred to other city departments.

Supervises the purity of the food supply from the wholesale outlets and supply centers to the retail markets, including anufacturing establishments and restaurants; and maintains inspection of all animals intended for slaughter in Boston to nsure suitability for use as food. Under supervision 127,001 animals were slaughtered and 13,155 pounds of meat condemned 1955; 118,919 inspections were made; and 1,906,011 pounds of food condemned.

Performs a generalized sanitation program, including food inspection and housing and sanitation in the various istricts of Boston.

Maintains protection of Boston milk and dairy products by supervision of the supply from the farm until purchased y the consumer. In 1955, there were 8,653 licenses or permits issued; 1,500 visits to dairies were made, 21,661 samples f milk and cream collected for analyses, and the lowest coliform count to date was attained.

Performs chemical and biological examinations of food and milk samples submitted for analysis. There were 7,765 nemical analyses, and 15,923 bacteriological examinations performed on samples submitted in 1955.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
84	$309,350 00	$13,970 00	$4,050 00	$200 00	$327,570 00

ersonal Services: Performance under this program is divided among the following sections:
Administrative Section: Director, Section of Environmental Sanitation, Head Clerk.
Bureau of Housing: Chief of Bureau of Housing and Sanitation, Supervisor, Housing and Sanitation, 2 Senior Housing and Sanitation Inspectors, Principal Clerk, Constable.
Bureau of Food: Chief of Bureau of Food, Superintendent of Pedlers, 11 Environmental Sanitation Inspectors, 3 Animal Inspectors, Constable, Clerk and Typist.
Bureau of General Sanitation: 2 Senior Environmental Sanitation Inspectors, 42 Environmental Sanitation Inspectors, Clerk.
Bureau of Milk and Chemistry: Chief of Bureau of Milk and Chemistry, 2 Assistant Milk Inspectors, Principal Clerk and Typist, Senior Collector of Samples, Environmental Sanitation Inspector, Assistant Public Health Chemist, 2 Collectors of Samples, 2 Clerical Employees, Cleaner.
ontractual Services: Telephone service, $1,500.00; servicing of equipment, $450.00; transportation of persons, $7,500.00; consultant services, $3,000.00; cleaning, $220.00; printing and binding, $500.00; spray service, $100.00; cleaning of property, section 125, chapter 111, G. L., $700.00.
upplies and Materials: Cleaning and custodial supplies, $50.00; medical, dental, and hospital supplies, $700.00; postage, forms, cards, and stationery, $2,800.00; miscellaneous supplies and materials, $500.00.
urrent Charges and Obligations: Assessment for mosquito control, $200.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	30	$121,050 00	$11,980 00	$4,250 00	$720 00	—	—	$138,000 00
Detection and Control of Communicable Diseases	36	128,430 00	73,900 00	23,250 00	—	$1,600 00	—	227,180 00
Operation of Local Health Services	100	394,855 00	89,300 00	23,850 00	900 00	3,300 00	$65,000 00	577,205 00
Public Health Nursing Service	107	398,120 00	8,650 00	2,900 00	—	600 00	—	410,270 00
Protective Inspections of Food Supplies, Housing, and Sanitation and Enforcement of Public Health Laws	84	309,350 00	13,970 00	4,050 00	200 00	—	—	327,570 00
TOTALS	357	$1,351,805 00	$197,800 00	$58,300 00	$1,820 00	$5,500 00	$65,000 00	$1,680,225 00

REGISTRY DIVISION, HEALTH DEPARTMENT

1–05–22

The Registry Division of the Health Department has custody of all birth, marriage, and death records in the City of Boston.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
1—Personal Services	$124,414 50	$119,486 54	$127,941 00	$131,161 00	$123,806 00
2—Contractual Services	13,419 40	10,986 45	10,560 00	9,180 00	9,160 00
3—Supplies and Materials	9,406 56	7,367 37	9,025 00	9,525 00	9,025 00
4—Current Charges and Obligations	121 00	105 00	136 00	136 00	131 00
5—Equipment	810 00	201 85	50 00	50 00	50 00
Totals	$148,171 50	$138,147 21	$147,712 00	$150,052 00	$142,172 00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $71,480 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division and provides general financial and clerical services.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	$36,180 00	$3,300 00	$2,025 00	$131 00	$50 00	$41,686 00

Personal Services: City Registrar, 3 Assistant City Registrars, Head Clerk, Principal Clerk and Stenographer, Cashier.
Contractual Services: Servicing of office equipment, $250.00; advertising and posting, $20.00; convention travel, $50.00; printing, binding, and ruling, $2,980.00.
Supplies and Materials: Postage, $1,000.00; forms, cards, and stationery, $1,000.00; wrapping paper and twine, $25.00.
Current Charges and Obligations: Fees for notary public or justice of the peace commissions, $21.00; dues and subscriptions, $65.00; premium on surety bonds, $45.00.
Equipment: Library books, $50.00.

2. ISSUANCE OF LICENSES, CERTIFIED COPIES, AND ABSTRACTS

Indexes marriages and processes and issue marriage licenses, records, and makes duplicate copies for the Secretary of State and out-of-town residents and enforces the law regarding divorce papers. Approximately 9,000 marriage licenses, 8,000 certified copies, and 5,100 abstracts are issued yearly. Processes and issues all necessary copies of birth certificates and parent returns and sends congratulatory scrolls to parents on birth. There are 25,000 certified copies of births and 35,000 abstract copies issued yearly. Processes and issues death certificates, certified copies, and abstracts. There are 16,000 death certificate copies and 3,700 death abstracts issued annually. Processes all corrections, changes, depositions, legitimizations etc., in regard to birth, marriage, and death records in Boston. Approximately 2,500 corrections are made yearly.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
31	$87,626 00	$5,860 00	$7,000 00	$100,486 00

Personal Services: Performance under this program is divided among the following sections:
Marriage Section: Principal Clerk and Typist, 5 Clerical Employees.
Birth Section: 17 Clerical Employees.
Death Section: Principal Clerk, 4 Clerical Employees.
Deposition Section: 3 Deposition Clerks.
Vacation supply: 7 clerical employees, $1,806.00.
Contractual Services: Servicing of office equipment, $50.00; transportation of persons, $10.00; printing, binding, marriage intentions, license and records, $5,800.00.
Supplies and Materials: Postage, $2,000.00; forms, cards, and stationery, $5,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	7	$36,180 00	$3,300 00	$2,025 00	$131 00	$50 00	$41,686 00
2. Issuance of Licenses, Certified Copies, and Abstracts	31	87,626 00	5,860 00	7,000 00	—	—	100,486 00
Totals	38	$123,806 00	$9,160 00	$9,025 00	$131 00	$50 00	$142,172 00

WEIGHTS AND MEASURES DIVISION, HEALTH DEPARTMENT

1–05–23

The primary duty of the Weights and Measures Division is to see that equity prevails in all sales of commodities services which involve the use of weighing or measuring devices. It is also charged with the enforcement of the provisions the Hawker, Pedler, and Transient Vendor Laws.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
—Personal Services	$83,117 98	$76,615 24	$79,400 00	$81,592 00	$81,000 00
—Contractual Services	1,134 41	894 95	895 00	1,762 00	1,050 00
—Supplies and Materials	2,739 70	3,036 06	2,950 00	3,374 00	3,050 00
—Current Charges and Obligations	1,413 67	1,408 68	1,423 00	1,419 00	1,414 00
—Equipment	1,425 60	1,392 65	—	4,980 00	80 00
Totals	$89,831 36	$83,347 58	$84,668 00	$93,127 00	$86,594 00

B — DEPARTMENTAL REVENUES

stimated departmental revenues for 1956 $21,300 00

C — PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the fiscal and administrative services of the division.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	$16,250 00	$235 00	$355 00	$20 00	$80 00	$16,940 00

rsonal Services: Sealer of Weights and Measures, Chief Deputy Sealer of Weights and Measures, Principal Clerk and Typist.
ntractual Services: Servicing of equipment, $20.00; travel expenses; $140.00; printing, binding, and ruling, $50.00; advertising and posting, $25.00.
pplies and Materials: Postage, forms, cards, and stationery, $355.00.
rrent Charges and Obligations: Surety bond, insurance premium and business certificates, $20.00.
uipment: Library Books, $80.00.

2. INSPECTING, TESTING, AND SEALING OF WEIGHING AND MEASURING DEVICES

Inspects, tests, seals, adjusts, or condemns many different types of equipment used in weighing and measuring; pervises the manner in which such equipment is used and enforces all rules and regulations regarding the same, reweighing remeasuring commodities that have been put up in advance of sale; checks the quantity in original packages put up by anufacturer; checks loads of coal, road material, liquid fuel; the marking of break labels and wrappers, and the inspection clinical thermometers.

In 1954 there were 11,214 places of business at which devices were sealed; 2,397 devices were adjusted and sealed; ,012 inspection tests and reweighing were made after sealing to check compliance with the law.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
16	$64,750 00	$815 00	$2,695 00	$1,394 00	$69,654 00

rsonal Services: 15 Deputy Sealers of Weights and Measures, 1 Coal Inspector.
ntractual Services: Automotive equipment, $600.00; replating of working standards, $130.00; local carfares, $15.00; servicing of fuel oil devices, $10,00; recutting of dies and miscellaneous equipment, $60.00.
pplies and Materials: Gasolene for 11 automotive units, $900.00; lubricating oil, $30.00; tires and tubes, $100.00; antifreeze, chain units, battery replacements, $170.00; postage, forms, cards, and stationery, $545.00; replacement of hardware items, paints and brushes, $80.00; aluminum seals, $410.00; lead wire seals, $350.00; steel stamping dies, $70.00; coveralls, rubber gloves, $40.00.
rrent Charges and Obligations: Rents, taxes, and licenses, $1,356.00; motor vehicle registration for 11 units, $38.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Supervises and Directs the Work of the Division	3	$16,250 00	$235 00	$355 00	$20 00	$80 00	$16,940 00
Inspecting, Testing, and Sealing of Weighing and Measuring Devices.	16	64,750 00	815 00	2,695 00	1,394 00	—	69,654 00
Totals	19	$81,000 00	$1,050 00	$3,050 00	$1,414 00	$80 00	$86,594 00

HOSPITAL DEPARTMENT

1–06–00

The Hospital Department provides medical and surgical care for the citizens of Boston. The department is under t charge of 5 unpaid trustees.

The department's activities are carried on by 3 divisions, and a summary of the divisional appropriations is giv below.

Title	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
City Hospital	$11,126,976 26	$11,199,682 64	$11,960,649 00	$14,485,835 00	$12,960,050
Sanatorium Division	2,281,962 95	2,177,576 95	2,284,075 00	2,565,756 00	2,368,705
Long Island Hospital	2,201,299 28	2,178,233 00	2,337,406 00	2,776,175 70	2,340,468
TOTALS	$15,610,238 49	$15,555,492 59	$16,582,130 00	$19,827,766 70	$17,669,223

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$11,137,523 01	$11,477,082 88	$11,915,000 00	$12,775,466 70	$12,296,000
2—Contractual Services	735,236 19	669,270 49	664,725 00	1,595,405 00	1,228,775
3—Supplies and Materials	3,055,995 30	3,035,025 56	3,178,100 00	3,521,941 00	3,376,392
4—Current Charges and Obligations	7,554 11	8,744 85	9,603 00	14,409 00	14,399
5—Equipment	247,371 29	228,372 79	133,653 00	1,015,795 00	97,107
7—Structures and Improvements	426,558 59	136,996 02	676,049 00	894,750 00	656,550
8—Land and Improvements (Landscaping)	—	—	5,000 00	10,000 00	—
TOTALS	$15,610,238 49	$15,555,492 59	$16,582,130 00	$19,827,766 70	$17,669,223

In the pages that follow, the detail applicable to each of the 3 divisions of the department is presented.

HOSPITAL DEPARTMENT, BOSTON CITY HOSPITAL

1–06–11

The Boston City Hospital is operated to supply hospital facilities for the poor and needy of the city. It was first ened on June 1, 1864, for the reception of patients. It has a capacity of 1,698 beds and cribs and 153 bassinets for patients and includes a substantial area for the treatment of accident and ambulatory patients. There is a total of 27 ildings.

During the first hospital year 1,066 patients were treated; in the year 1954, 35,795 patients were given 426,305 days' e in the main hospital, with a daily average of 1,168 patients.

In the South Department, which is used for contagious disease cases, 1,286 patients were given 30,008 days' care, h a daily average of 82 patients. The Out-Patient Department gave treatment to 33,785 patients, who made 262,219 its. The greater laboratories of the hospital are the Mallory Institute of Pathology, the Thorndike Memorial Laboratory, Neurological, the Pediatric, Rh Blood, the Surgical Research, and the Biochemical Laboratory.

The hospital is fully licensed by the Massachusetts Department of Public Health. It is affiliated for teaching purses with Boston University, Harvard, and Tufts University Medical Schools. The School of Nursing has full accreditan, both state and national.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
-Personal Services	$8,338,213 08	$8,535,301 77	$8,830,000 00	$9,388,950 00	$9,240,000 00
-Contractual Services	425,215 55	390,121 56	340,500 00	1,232,525 00	919,000 00
-Supplies and Materials	2,043,510 45	2,056,400 86	2,148,600 00	2,390,158 00	2,283,800 00
-Current Charges and Obligations	6,651 46	7,003 41	8,500 00	13,000 00	13,000 00
-Equipment	191,702 52	168,671 55	97,000 00	886,452 00	70,500 00
-Structures and Improvements	121,683 20	42,183 49	536,049 00	574,750 00	433,750 00
TOTALS	$11,126,976 26	$11,199,682 64	$11,960,649 00	$14,485,835 00	$12,960,050 00

B — DEPARTMENTAL REVENUES

timated departmental revenues for 1956	$3,339,400 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the hospital, based on policies formulated and approved by the Board of Trustees. ovides general clerical and accounting services for all departments of the hospital. Budgets are prepared, appropriation d cost accounts are kept, personnel actions are processed, supplies and materials are requisitioned and distributed, and rpetual inventory records are maintained. Storerooms and supply services are operated; telephone service is furnished; igious services are conducted; admissions are controlled; bills are prepared; reports are made for government agencies d the public; and statistical records are kept.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
203	$655,810 00	$94,330 00	$25,200 00	$5,895 00	$1,060 00	$782,295 00

rsonal Services: Performance under this program is divided among the following divisions or sections:

Director's Office: Director of Hospitals, and Superintendent, Boston City Hospital, Assistant Superintendent, Secretary to Department Head, and 6 Clerical Employees.

Executive-Admitting Office:

Executive Office: Principal Executive Assistant, Head Clerk, 6 Clerical Employees.

Admitting Department: 4 Senior Executive Assistants, Head Clerk, Chief Supervisor, Supervisor, 3 Clerical Employees, 6 Male Nurses.

Valuables Office: Supervisor of Patient Valuables, 4 Clerical Employees.

Admitting Clerk's Office: Head Clerk, 10 Clerical Employees.

General Service Section:

Executive Secretary Office: Executive Secretary, 4 Clerical Employees.

Property Inventory: 2 Clerical Employees.

Payroll Tax: 3 Clerical Employees.

Stock Record Division: Head Clerk, 6 Clerical Employees.

Payroll Distribution: 2 Clerical Employees.

Invoice Division: Head Clerk, 4 Clerical Employees.

Requisition Division: 2 Clerical Employees.

Hospital Department, Boston City Hospital — Continued

Personnel Division: Head Clerk and Personnel Director, Personnel Officer, 4 Clerical Employees.
Finance Division: Hospital Finance Officer.
Admitting Social Service: Head Social Work Supervisor, 11 Social Workers, 3 Clerical Employees.
Billing Division: Head Clerk, 2 Senior Accounting Machine Operators, 14 Clerical Employees.
Cashier's Office: Head Cashier.
Accounting Office: Senior Accountant, 2 Accountants, 2 Senior Accounting Machine Operators.
Payroll Office: Head Clerk, 8 Clerical Employees.
Statistics Office: Head Clerk, Clerical Employee.
Chief Clerk's Office: Head Clerk, Clerical Employee.
Central Storeroom: Principal Storekeeper, Principal Hospital House Worker, 6 Senior Hospital House Workers, 2 Hospital Hou Workers, Clerical Employee.
Medical and Surgical Supply Division: Principal Clerk, Storekeeper, Hospital Medical Worker, Clerical Employee.
Telephone Office: Chief Operator, 20 Telephone Operators.
Mail Office: Principal Clerk, 2 Clerical Employees.
Information Desk: Head Clerk, 17 Clerical Employees.
Religious Services: 5 Chaplains.
South Department, Clerk's Office: Head Clerk, 2 Clerical Employees.
South Department, Gate Lodge: Executive Supervisor, 4 Clerical Employees.
Temporary Employees: $7,000.00.
Overtime, $3,000.00.

Contractual Services: Telephone service, $86,000.00; telegraph service, $4,000.00; servicing of office machines, $2,500.00; attendance at co ventions, $900.00; carfares, $430.00; reporting hearings, $500.00.
Supplies and Materials: Postage, forms, cards, and stationery, $25,200.00.
Current Charges and Obligations: Rental of business machines, $5,000.00; premium on surety bonds, $490.00; dues and subscriptions, $405.0
Equipment: Office equipment, $190.00; directories, $800.00; fans, $70.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, surgical, nursing, and the actual professional care of the patient. This includes wa maid and orderly services, the Medical Records and Medical Library Sections, the Social Service Department, the Pharmac the Ambulance Service, all Laboratory and Technical Services such as X-ray, blood bank, cardiology, anesthesiology, ne rology, pathology, physical therapy, and all other departments of a technical nature directly concerned with the care the patient.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1975	$5,352,127 00	$74,239 00	$865,498 00	$6,691 00	$53,659 00	$6,352,214 00

Personal Services: Performance under this program is divided among the following divisions or sections:
Medical Administrative Services:
Staff Secretary's Office: Principal Stenographer, Clerical Employee.
Medical Records Division: Medical Record Librarian, Head Clerk, 9 Principal Medical Stenographers, 19 Clerical Employe 4 Hospital Medical Workers.
Medical Library: Medical Librarian, Hospital Medical Worker.
Department of Social Work; Medical Social Work Director, Principal Medical Social Work Supervisor, Neuropsychiatric Social Wo Supervisor, 5 Medical Social Work Supervisors, 22 Medical Social Workers, 2 Social Workers, Psychiatric Social Worker, 4 Cleri Employees.
Pharmacy: Head Pharmacist, 5 Pharmacists, 4 Hospital House Workers, Clerical Employee.
Nursing Service and School of Nursing:
Administrative Section: Director, School of Nursing and Nursing Service, First Assistant Director, School of Nursing, 3 Assistant Nursi Directors, Nursing Service Assistant, 4 Clerical Employees.
School of Nursing: Educational Director School of Nursing, Clinical Nursing Coordinator, Senior Nursing Instructor, 7 Supervisi Nurse Instructors, 2 Nursing Instructors, 3 Nursing School Assistants, Senior Assistant Nursing Instructor, Assistant Nursing I structor, Head Nurse Student Health Office, Physical Instructor, Medical Librarian, Instructor Nursing Arts.
Ward Care: 19 Supervising Nurse-Administrators, 4 Supervising Nurses, 54 Head Nurses, 145 Floor Duty Nurses, 104 Floor Duty Nurs (part time), 12 Senior Medical Workers, 713 Hospital Medical Workers, 13 Clerical Employees.
Operating Room: 2 Supervising Nurse-Administrators, 14 Head Nurses, 22 Floor Duty Nurses, 4 Floor Duty Nurses (part time), 4 Amb lance and Medical Aid Men, Clerical Employee.
Delivery Room: 3 Head Nurses, 5 Floor Duty Nurses, 2 Floor Duty Nurses (part time).
Nursery: 4 Floor Duty Nurses.
South Department—Administrative Nursing: Assistant Nursing Director, Supervising Nursing Instructor, 2 Supervising Nurse-Admin trators, Nursing School Assistant, Head Nurse, 2 Senior Hospital House Workers, 27 Hospital House Workers.
South Department — Ward Care: 4 Head Nurses, 13 Floor Duty Nurses (tuberculosis), 10 Floor Duty Nurses, Laboratory Assista 28 Hospital Medical Workers, 2 Floor Duty Nurses (part time).
South Department — Polio: 8 Floor Duty Nurses, 7 Floor Duty Nurses (part time), Physiotherapist, 13 Hospital Medical Workers.
Medical and Surgical Services:
Surgical Services: Director of First Surgical Service, Director of Third Surgical Service, Director of Neurosurgery, Director of Sea Surgical Laboratory, Director of Gynecology and Obstetrics, Chief of Oral Surgery, 2 Associate Surgeons of Neurosurgery, 11 Ch Residents, 20 Residents, 87 Internes.
Medical Services: 2 Assistants in Medicine, Director of Pediatric Teaching, Physician-in-Chief of Immunology, Physician, Physicia Nursing Health Service, Coordinator-Teacher, 6 Chief Residents, 8 Residents, 122 Internes.
Technical Services: Director of Clinical Laboratory, X-Ray Dental Technician, Orthopedic Technician (part time), Laboratory Tec nician, 5 Laboratory Assistants.
South Department Medical Staff: 2 Physicians.

Laboratory and Technical Services:
Department of Anesthesiology: Director of Anesthesia, Associate Director of Anesthesia, 4 Assistant Anesthetists, Resident Director, Anesthesia Research, 4 Chief Residents, 7 Residents, Chief Nurse Anesthetist, 6 Nurse Anesthetists, Supervising Nurse, 5 Floor Nurses, 2 Hospital Medical Workers, Research Laboratory Technician, Principal Medical Stenographer.
Surgical Research Laboratory: Director of Surgical Research, Research Laboratory Technician, Senior Hospital Medical Worker, Hospital House Worker, Clerical Employee.
Blood Bank: Head Nurse, 2 Floor Nurses, Floor Nurse (part time), 2 Clerical Employees (part time), 2 Laboratory Technicians, 3 Laboratory Assistants, 3 Medical Workers, 2 Clerical Employees.
Neurological Unit: Laboratory Technician, E.E.G. Technician.
Rh Laboratory: Director of Rh Laboratory, Resident, Interne, 2 Laboratory Assistants.
Department of Inhalational Therapy: Director of Inhalation Therapy, Chief Resident, Inhalation Equipment Technician, Laboratory Assistant.
Fenwal Laboratory: Supervising Nurse Administrator, Head Nurse, 2 Laboratory Technicians, 2 Laboratory Assistants, 5 Hospital Medical Workers.
Thorndike Memorial Laboratory and Heart Station: Director of Thorndike, 2 Associate Directors, 2 Associate Physicians, 4 Assistant Physicians, 5 Research Fellows, 2 Research Laboratory Technicians, E.K.G. Technician, 6 Laboratory Technicians, 4 Laboratory Assistants, Laboratory Helper, 5 Clerical Employees, 4 Hospital Medical Workers,.
Medical Staff and Administraiton of Pathology Laboratory: Pathologist, 3 Assistant Pathologists, Physician, 3 Chief Residents, 3 Residents, 10 Internes, 5 Clerical Employees.
Bacteriology Laboratory: Head Bacteriologist, Principal Bacteriologist, Senior Bacteriologist, Laboratory Technician, 6 Laboratory Assistants, Clerical Employee, 2 Hospital House Workers, Laboratory Helper.
Aschheim Zondek Laboratory: 2 Laboratory Technicians.
Histology Laboratory: Research Laboratory Technician, 4 Laboratory Assistants.
Neuropathology Laboratory: Laboratory Technician.
Cystology Laboratory: 4 Laboratory Technicians.
Mortuary: Mortuary Supervisor, 2 Principal Hospital Medical Workers, 7 Hospital Medical Workers.
Animal and Glassware: Senior Hospital Medical Worker, 4 Hospital House Workers.
Biochemical Laboratory: Director, Biochemical Laboratory, 2 Research Laboratory Technicians, 10 Laboratory Technicians, Clerical Employee, 2 Hospital House Workers.
Department of Physical Medicine and Rehabilitation: Chief of Physical Therapy, Principal Physical Therapist, Senior Physical Therapist, 8 Physical Therapists.
Radiology Department: Director, 8 Physicians, Chief Resident, Head X-Ray Technician, X-Ray and Medium Therapist, 14 Senior X-Ray Technicians, 12 Clerical Employees, Head Nurse, 4 Floor Nurses, Nurse Technician, 22 Hospital Medical Workers, 10 Internes, 5 X-Ray Technicians. Chest X-Ray: Principal X-Ray Technician, 2 Senior X-Ray Technicians, 3 X-Ray Technicians.
Ambulance Service: 3 Ambulance Foremen, Assistant Ambulance Foreman, 31 Ambulance Drivers.
Temporary Employees: $126,000.00 (estimated cost of Special Nurses, $110,000; vacation supplies for medical workers, house workers, $16,000.00).
Overtime: $50,000 00 (of this amount approximately $45,000.00 will be expended for the salaries of Nurses who are willing to work Saturday or a day beyond the regular 5-day week; Medical Workers' overtime, $5,000.00).
ntractual Services:
Repairs and Servicing of Equipment:
Automotive repairs, $5,000.00; laboratory equipment, $8,850.00; medical, surgical, and hospital equipment, $7,550.00; instruments, $9,000.00; X-Ray machines and tubes, $10,750.00; household equipment, $850.00.
Travel Expenses: Carfares for social workers, school of nursing, $2,120.00.
Other Contractual Services: Advertising, $150.00; photographs, $50.00; cleaning, $600.00; freight and express, $100.00; graduation services, $1,000.00; instructors for nursing, $7,000.00; lectures for internes, $2,500.00; film monitoring service, $800.00; printing, binding, $1,619.00; installation of Standard Nomenclature of Disease, $2,500.00; service charge to Red Cross for processing of blood, $4,800.00; contract services for cross indexing and professional service audit of hospital patients, records for 1956, $9,000.00.
pplies and Materials:
Automotive: $3,800.00.
Household Supplies: Laundry, cleaning, and custodial, $6,661.00; draperies, $1,800.00; miscellaneous, $28,924.00.
Medical, Dental, and Hospital Supplies: medicine and drugs, $192,000.00; bandages, $51,200.00; sponges and surgical wadding, $82,000.00; X-ray film and supplies, $187,725.00; miscellaneous, $230,160.00.
Office Supplies and Materials: Postage, forms, cards, and stationery, $39,000.00.
Miscellaneous Supplies and Materials: General operating supplies, $29,850.00. Repair Parts and Materials: Nonautomotive, $1,500.00, tools and instruments, $928.00, wearing apparel, $1,375.00, miscellaneous supplies, $8,575.00.
rrent Charges and Obligations: Rentals, $2,350.00; dues and subscriptions, $4,270.00; licenses, $71.00.
uipment: Office equipment, $1,935.00; electrical and mechanical equipment, $781.00; engineering and scientific, $100.00; library books, $1,450.00; household furniture and equipment, $17,400.00; medical, dental, and hospital equipment, $31,993.00.

3. DIETARY PLANNING, PREPARATION AND SERVING OF MEALS

Responsible for the planning and preparation of meals for the patients, house officers, and employee's cafeteria. Approximately 2,133,300 meals were served in 1954.

Personal Services		Contractual	Supplies	Current		
No.	Amount	Services	Materials	Charges	Equipment	Total
263	$682,472 00	$4,642 00	$841,103 00	$19 00	$367 00	$1,528,603 00

rsonal Services: Performance under this program is divided among the following divisions or sections:
Dietary and Kitchen Service:
Administrative Commissary Department: Chef, Senior Assistant Chef, 5 Assistant Chefs, Clerical Employee, 2 Hospital Kitchen Workers.
Dietary Department: Head Dietitian, 6 Dietitians, 11 Hospital Kitchen Workers.
Vegetable Rooms: Principal Hospital Kitchen Worker, 10 Senior Hospital Kitchen Workers, 7 Hospital Kitchen Workers.
Meat Cooks: 2 Principal Hospital Kitchen Workers, 8 Senior Hospital Kitchen Workers, 5 Hospital Kitchen Workers.

Hospital Department, Boston City Hospital — Continued

Butcher Shop Program: Principal Hospital Kitchen Worker, 2 Senior Hospital Kitchen Workers, 4 Hospital Kitchen Workers.
Bake Shop: 3 Principal Hospital Kitchen Workers, 6 Senior Hospital Kitchen Workers, 5 Hospital Kitchen Workers.
Kitchen Storeroom: Principal Hospital Kitchen Worker, 2 Senior Hospital Kitchen Workers, Hospital Kitchen Worker.
General Kitchen Services: 2 Principal Hospital Kitchen Workers, 9 Senior Hospital Kitchen Workers, 60 Hospital Kitchen Workers.
Employees' Cafeteria: Cashier, Principal Hospital Kitchen Worker, 48 Hospital Kitchen Workers.
Doctors' Dining Room: Principal Hospital Kitchen Worker, Senior Hospital Kitchen Worker, 28 Hospital Kitchen Workers.
South Department, Kitchen: Dietitian, Senior Assistant Chef, Principal Hospital Kitchen Worker, 5 Senior Hospital Workers, 18 Hospital Kitchen Workers.
Temporary Employees: Vacation supply, $10,000.00.
Overtime: $10,000.00.

Contractual Services: Repairs to kitchen equipment, $3,751.00; car tickets for commissary, $10.00; cleaning exhaust systems in kitchens and baking sections, $800.00; sealing and adjusting scales, $81.00.

Supplies and Materials:
Food Supplies: Meats, beef, veal, lamb, pork, poultry, and fish, $325,000.00; dairy products, butter, oleomargarine, cheese, eggs, milk and cream, $215,000.00; fresh fruits and vegetables, $52,000.00; processed foods, fruits, ice cream, mixed groceries, and canned goods tea, coffee, cocoa, flour, and sugar, $233,000.00.
Household Supplies: Laundry, cleaning, and custodial supplies, $230.00; miscellaneous household supplies, $10,453.00.
Medical, dental, and hospital supplies, $250.00.
Postage, forms, cards, and stationery, $500.00.
Miscellaneous Supplies: General operating supplies, $820.00; repair parts–nonautomotive, $800.00; tools and instruments, $200.00; wearing apparel, $2,500.00; building supplies, $350.00.

Current Charges and Obligations: Licenses, $19.00.

Equipment: Electrical and mechanical equipment, $250.00; library books, $22.00; household equipment, $85.00; medical, dental, and hospital equipment, $10.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the general cleaning services of the hospital. The area cleaned includes 7 ward buildings with 4 floors, 6 laboratory and research buildings with 27 floors, a house officers' building and annex with 11 floors, 4 nurses' buildings with 17 floors, and an accident and general service building containing 10 floors. This group is responsible for marking mending, and distributing hospital linen; furnishes a ward porter service for handling laundry, medicine for patients, and the delivery of food trucks to the wards; operates the hospital elevators; and provides miscellaneous porter services. The laundry cleans all linens for the main hospital. An average of 85,000 pieces are finished weekly, including 30,000 sheets 10,000 body gowns, and over 3,000 blankets.

Responsible for the maintenance and repair work throughout the hospital and for the operation of the Power Plant. This service maintains the electrical system and makes emergency repairs; repairs and refinishes furniture; performs routine painting jobs; repairs the plumbing system; and has charge of the maintenance of the various refrigerating systems. The Power Plant supplies heat and light to approximately 30 hospital buildings. The Security Section is responsible for the control of all entrances and exits of the hospital and the protection of property and equipment. A night watchman service is operated.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
649	$1,835,875 00	$740,849 00	$473,001 00	$395 00	$13,677 00	$133,750 00	$3,497,547 00

Personal Services: Performance under this program is divided among the following divisions or sections:
Housekeeping and Linen Service:
Administrative: Supervising Nurse, Head Nurse, Clerical Employee.
Linen Room: Principal Hospital House Worker, 7 Senior Hospital House Workers, 7 Hospital House Workers.
Ward Buildings: 6 Senior House Workers, 115 Hospital House Workers.
House Officers' Building: 2 Senior Hospital House Workers, 17 Hospital House Workers.
Nurses' Homes: 3 Floor Duty Nurses, 7 Housemothers (Nurse), 30 Hospital House Workers.
Dowling Ward Building: Supervising Nurse, 2 Head Nurses, Senior Hospital House Worker, 33 Hospital House Workers.
Ward Porters' Department: Head Hospital House Worker, 2 Principal Hospital House Workers, 8 Senior Hospital House Workers, 70 Hospital House Workers.
Elevator Department: 6 Senior Elevator Operators, 83 Elevator Operators.
Laundry Department: Laundry Supervisor, Assistant Laundry Supervisor, 4 Principal Hospital Laundry Workers, 2 Senior Hospital Laundry Workers, 93 Hospital House Workers.
Plant and Maintenance Service:
Administration: Plant Superintendent, Chief Power Plant Engineer, Clerical Employee.
Maintenance Service: Chief Electrician, Carpenter Foreman, Working Foreman; Plumber and Steamfitter, 6 Electricians, Working Foreman-Painter, 5 Steamfitters, 3 Plumbers, 6 Carpenters, 4 Hospital Mechanical Repairmen, Refrigeration Repairman, Electrician Gasfitter, Machinist, Sign Painter, 3 Painters, 4 Electrician's Helpers, 3 Steamfitter's Helpers, 4 Plumber's Helpers, Gardener Helper.
Power Plant: First Assistant Power Plant Engineer, 7 Second-Class Stationary Engineers. 7 Third-Class Stationary Engineers, 13 First Class Steam Firemen, Boiler Maintenance Man.
Security Force: Head Hospital Guard, 2 Senior Hospital Guards, 12 Hospital Guards, 3 Watchmen.
South Department—Supervisor's Office: Head Clerk, Principal Hospital Medical Worker, 26 Hospital Medical Workers.
South Department—Laundry: Principal Hospital Laundry Worker, Senior Hospital Laundry Worker, 16 Laundry Workers.
Temporary Employees: Vacation supplies such as Engineers, Foremen, Mechanics, Laundry Workers, $12,000.00.
Overtime, $16,000.00.

ntractual Services: Electricity, $46,000.00; gas fuel, $9,000.00.
Repair of Buildings:
Carpentry, $25,000.00, electrical, $50,000.00, plumbing and steamfitting, $150,000.00.
Buildings and Structures Not Otherwise Classified:
Resurface Laundry washroom floor, $4,000.00.
Pointing of bricks and stonework throughout hospital, $25,000.00.
Make access areas to various service tunnels, $10,000.00.
Repairs to Power House chimney, $1,500.00.
Waterproof South Department tunnels, $6,000.00.
Ward BB, South Department, floor covering, $5,800.00.
Ward EE, South Department, floor covering, $5,800.00.
Nurses' classroom, South Department, floor covering, $600.00.
Replace floor surface coverings in various buildings and elevators, $15,000.00.
Replace floor coverings in three locker rooms and corridor of ground floor, Linda Richards Nurses' Home, $500.00.
Renew insulated ceiling of Pathology Building Morgue, $3,000.00.
Alterations to animal room, fourth floor, Mallory Building, $3,000.00.
Alterations to Circulation Laboratory, $2,300.00.
Installation of air conditioning in small operating rooms, $2,500.00.
Air-condition Thorndike animal rooms, $2,500.00.
Repair porches, balconies, fire escapes, fences, and gates, $30,000.00.
Install exit signs, luminous-painted, $500.00.
Plastering, various buildings, $30,000.00.
Painting, various buildings, $100,000.00.
Black top South Department yard and roadway, $5,000.00.
Replacements of various ceilings, $20,000.00.
Alterations and repairs to bacteriological laboratories, $6,500.00.
Repairs to roofs, flashings, gutters, conductors, and roof drains, South Department and various buildings, $12,500.00.
New Diabetes Laboratory, $15,000.00.
Establishment of central dishwashing facilities in Medical, Surgical, and Children's Buildings, $35,000.00.
Repairs to locks, making and furnishing of keys, etc., $3,000.00.
Elevator contracts for servicing and maintenance of Otis elevators, Portland, A. B. See, and dumb-waiters, $30,000.00.
Servicing of Equipment: Machinery and tools, $15,931.00; refrigeration services for hospital wards, $15,600.00; servicing of household equipment, $9,000,00; inspection services, $2,318.00.
Transportation of persons: Convention expenses, $300.00; carfare for workers, $200.00.
Miscellaneous Contractual Services: Advertising, $500.00; blueprinting, $150.00; cleaning windows in hospital, $11,000.00; other cleaning, $1,500.00; freight and express charges, $300.00; services of security consultant, $4,800.00; services of consulting engineer, $15,600.00; microfilming of hospital blueprints, $1,650.00; extermination of pests, $3,600.00; inspection services, $2,400.00; making and installing signs, $1,000.00.
pplies and Materials: Fuel oil, $248,135.00; laundry, cleaning, and custodial supplies, $57,750.00; miscellaneous supplies, $63,877.00; postage, forms, cards, and stationery, $700.00.
Miscellaneous Supplies and Materials: Building supplies, $24,700.00; firefighting supplies, $300.00; general operating supplies, $9,870.00; repair parts–nonautomotive, $12,344.00; tools and instruments, $3,670.00; wearing apparel, $51,125.00; public works supplies, $100.00; miscellaneous supplies not otherwise classified, $430.00.
ırrent Charges and Obligations: Gas rentals, $360.00; dues and subscriptions, $35.00.
uipment: Housekeeping equipment, $6,048.00, laundry equipment, $4,980.00; fire-fighting equipment, $1,000.00; electrical equipment, $1,500.00; general operating equipment, $149.00.
ructures and Improvements:
Circulation Laboratory: New dark room space, light baffles and installation, $3,700.00.
Central Supply Room: Alteration of existing space for locker and dressing room space and toilet facilities, $4,750.00.
X-Ray Department, Thorndike: Replacement of doors with Dutch-type doors, installing broom and mop closet, installing protective lead in-doors, $4,000.00.
South Department X-Ray: Rebuilding dark room and installation of additional X-ray equipment and accessories, $6,000.00.
Alterations and repairs to various laboratories, approximately 11 rooms in Mallory Pathological Building, $40,000.00.
Neurosurgical Operationg Room: Air conditioning, alterations, and repairs, $40,000.00; installation of air-conditioned, soundproofed meter room in Out-Patient Department for hearing testing, $2,300.00; alterations to building area for gastroscopy suite, examining room, laboratory, office, etc., $35,000.00.
Completion of Aural Service Laboratory, fifth floor, Dowling Building, $2,000.00.
Installation of physiotherapy facilities for polio patients, South Department, $40,000.00.
Architectural survey for long-term planning, preparation of models, exploded floor plans, traffic studies, etc., $25,000.00.
Installation of laboratories and conference rooms for First and Second Medical Services, $40,000.00.
Installation of access manhole to shut off valves for sprinkler and firelines in Administration Building, $1,000.00.
Install additional rest rooms for personnel, $20,000.00.
Expansion of electrocardiograph diagnostic area and facilities, $25,000.00.
Pediatric laboratory: Alterations and modifications for new installations, $25,000.00.
Dowling Building Operating Room: Urgent alterations and remodeling, $120,000.00.

5. OUT-PATIENT AND EMERGENCY SERVICE

This program consists of all out-patient clinic and emergency services. Out-patient problems of a medical or surgical ture as well as the diagnosis and treatment of problems in pediatrics, gynecology, allergies, epilepsy, etc., are handled the Out-Patient Department. Situations of an emergency nature in the East Boston area are handled at the East Boston elief Station. Emergency cases coming to the main hospital are handled on the Accident Floor. The Fracture Unit is aintained for the treatment of orthopedic cases and the emergency treatment of fractures, dislocations, and sprains. his unit also treats in-patients and a portion of its costs is charged to Program 2, Professional Care of Patients.

Personal Services		Contractual	Supplies		
No.	Amount	Services	Materials	Equipment	Total
251	$713,716 00	$4,940 00	$78,998 00	$1,737 00	$799,391 00

Hospital Department, Boston City Hospital — Continued

Personal Services:

Out-Patient Department:

Administrative: Nursing Director, Supervising Nurse Administrator.

Nursing Service: 2 Supervising Nurse Administrators, 14 Head Nurses, 9 Floor Nurses, 7 Floor Nurses, part time, Senior Hospital Medical Worker, 15 Hospital Medical Workers.

Laboratory and Technical Service: 2 Junior Bacteriologists, 8 Laboratory Assistants, 3 Laboratory Assistants, part time, Dental X-ray Technician, Head X-ray Technician, 3 Senior X-ray Technicians, Hospital House Worker.

Clerical and Record Service: Assistant Medical Record Librarian, Head Clerk, 35 Clerical Employees.

East Boston Relief Station: Senior Executive Assistant, 2 Executive Assistants, Supervising Nurse, 4 Floor Nurses, 3 Senior Hospital House Workers, 2 Ambulance Medical Aid Men, 2 Hospital House Workers, 2 Hospital Medical Workers, Principal Clerk.

Fracture Unit:

Medical Staff: Physicians, 3 Residents, Junior Resident, 4 Internes.

General and Administrative: Supervising Nurse Administrator, Principal Medical Stenographer, 2 Clerical Employees, 9 Hospital House Workers.

Plaster Room: Head Nurse, 6 Floor Duty Nurses, 2 Floor Duty Nurses, part time, 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 11 Hospital Medical Workers.

Splint Room: 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 3 Hospital Medical Workers.

X-ray Department: Chief Roentgenologist, Physician, Head X-ray Technician, Floor Duty Nurse, 9 Senior X-ray Technicians, 2 Junior X-ray Technicians, 5 Hospital Medical Workers, 7 Clerical Employees.

Accident Floor, Nursing Service: 4 Head Nurses, 12 Floor Duty Nurses, 4 Floor Duty Nurses, part time, 2 Male Nurses, 18 Ambulance Medical Aid Men, 8 Hospital Medical Workers, Clerical Employee.

Contractual Service: Repairs to laboratory equipment, $2,200.00; repairs to X-ray machine, $1,500.00; repairs to household equipment, $200.00; carfares for social workers, $40.00; adjustments to Soundex System, $1,000.00.

Supplies and Materials:

Fuel oil, $1,865.00; laundry, cleaning, and custodial supplies, $55.00; household supplies, $250.00.

Medical, Dental and Hospital Supplies: X-ray films, $48,000.00, medical supplies, $14,165.00, dental supplies, $2,500.00, laboratory supplies, $2,000.00.

Postage, forms, cards, and stationery, $9,600.00.

Miscellaneous Supplies and Materials: General operating supplies, $220.00; repair parts, nonautomotive, $18,00; building supplies, $325.00.

Equipment: Office equipment, $375.00; household equipment, $375.00; medical, dental, hospital equipment, $987.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services. . .	203	$655,810 00	$94,330 00	$25,200 00	$5,895 00	$1,060 00		$782,295 00
2. Professional Care of Patients.	1,975	5,352,127 00	74,239 00	865,498 00	6,691 00	53,659 00	—	6,352,214 00
3. Dietary Planning, Preparand Serving of Meals. .	263	682,472 00	4,642 00	841,103 00	19 00	367 00	—	1,528,603 00
4. Maintenance of Household and Property. . .	649	1,835,875 00	740,849 00	473,001 00	395 00	13,677 00	$433,750 00	3,497,547 00
5. Out-Patient and Emergency Service. . .	251	713,716 00	4,940 00	78,998 00	—	1,737 00	—	799,391 00
Totals . . .	3,341	$9,240,000 00	$919,000 00	$2,283,800 00	$13,000 00	$70,500 00	$433,750 00	$12,960,050 00

SANATORIUM DIVISION, HOSPITAL DEPARTMENT

1–06–21

The Sanatorium Division of the Hospital Department was established by the city for the care of adults suffering om pulmonary tuberculosis. It is located in Mattapan on a 51-acre site and consists of 14 hospital buildings which ntain 590 beds for patients, plus housing for 185 employees and 3 residences for doctors.

During 1954, 1,069 patients were given 196,714 days' care at the sanatorium. The daily average number of patients as 539 and the days' stay 366.

A—BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
—Personal Services	$1,591,378 92	$1,591,669 49	$1,633,000 00	$1,658,000 00	$1,633,000 00
—Contractual Services	129,834 54	112,233 14	132,625 00	158,259 00	120,175 00
—Supplies and Materials	466,076 61	413,553 63	432,200 00	467,077 00	451,300 00
—Current Charges and Obligations	183 50	509 85	215 00	235 00	230 00
—Equipment	26,571 63	16,396 94	11,035 00	64,185 00	6,000 00
—Structures and Improvements	67,917 75	43,213 90	70,000 00	208,000 00	158,000 00
—Land and Improvements	—	—	5,000 00	10,000 00	—
TOTALS	$2,281,962 95	$2,177,576 95	$2,284,075 00	$2,565,756 00	$2,368,705 00

B—DEPARTMENTAL REVENUES

stimated departmental revenues for 1956	$208,645 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the sanatorium based on policies formulated by the Board of Trustees. ordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments; dgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, stributed, and stored; personnel records are processed. Telephone service is supplied, and religious services are conducted.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
35	$96,775 00	$6,175 00	$2,925 00	$230 00	$80 00	$106,185 00

rsonal Services: Administrative and General Services: Superintendent and Medical Director, Head Administrative Clerk, 19 Clerical Employees, Principal Storekeeper, 2 Senior Hospital House Workers, Hospital Kitchen Worker, Senior Telephone Operator, 4 Telephone Operators, 3 Chaplains, 2 Organists. Temporary employees, $975.00. Overtime, $800.00.
ntractual Services: Telephone service, $4,560.00; messenger service, $140.00; servicing of office equipment and time clocks, $310.00; carfares, $25.00; advertising, $374.00; duplicating service, $100.00; freight and express, $50.00; services of chaplain (vacation coverage), $100.00; printing, $100.00; services of motion picture operator and assistant for 52 nights, $416.00.
pplies and Materials: Household supplies, $325.00; postage, forms, cards, and stationery, $2,600.00.
rrent Charges and Obligations: Licenses, $21.00; dues and subscriptions, $169.00; premium on surety bonds, $40.00.
uipment: Library books, $80.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, surgical and nursing care of the patients. Extensive antibiotic therapy is employed; eumoperitoneum refills are given; a thoracic surgical unit is operated; occupational therapy and physiotherapy is pro- ded; clinical and physiology laboratories are operated. The School of Nursing conducts courses in tuberculosis nursing students from 5 affiliated schools of nursing. A Pharmacy, Medical Social Work Division, and Medical Records Sec- n are maintained.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Structures Improvements	Total
322	$894,000 00	$3,050 00	$78,900 00	$2,330 00	$21,000 00	$999,280 00

Sanatorium Division, Hospital Department — Continued

Personal Services: Performance under this program is divided among the following divisions or sections:
Medical Administration Division: Chief of Staff, Assistant Chief of Staff.
Nursing Administration Division: Superintendent of Nurses, Assistant Superintendent of Nurses, 2 Night Supervisors of Nurses.
General Care:
Medical: 2 Senior Staff Physicians, 2 Junior Staff Physicians, 3 Resident Physicians, Resident Physician (rotating), 3 Visiting Physicians
Nursing: 14 Head Nurses, 41 Registered Graduate Nurses, 7 Graduate Nonregistered Nurses, 25 Licensed Attendant Nurses Attendant Nurse, 13 part-time Registered Graduate Nurses, 33 Patient Male Nurses, 123 Hospital Medical Workers.
Operating Room Section:
Medical: Visiting Surgeon, Resident Surgeon, 2 Rotating Resident Surgeons.
Nursing: Supervisor of Operating, 2 Head Nurses, Hospital Medical Worker.
Medical Records Section: 5 Clerical Employees.
School of Nursing: Assistant Superintendent of Nurses and Instructor, Assistant Superintendent of Nurses.
Medical Social Work Section: Medical Social Work Supervisor, 2 Medical Social Workers, Clerical Employee, Patient Choreman.
Clinical and Physiological Laboratories: 4 Laboratory Technicians, Senior Hospital Medical Worker, 2 Patient Male Nurses, Registere Graduate Nurse.
Special Professional Services:
X-Ray Department: Roentgenologist, Principal X-Ray Technician, Senior X-Ray Technician, Hospital Medical Worker.
Occupational Therapy: Head Occupational Therapist, 2 Occupational Therapists, Patient Choreman.
Dental Service: Visiting Dental Surgeon, Dental Hygienist.
Pharmacy Department: Head Pharmacist, 2 Pharmacists, Hospital House Worker.
Physiotherapy Department: Head Nurse Physiotherapist.
Otolaryngological Clinic: Laryngologist.
Eye Clinic: Visiting Ophthalmologist.
Ambulance Section: Chauffeur-Intermittent Ambulance Driver, Chauffeur.
Overtime, $29,000.00.
Contractual Services: Repairs to medical and hospital equipment, $1,200.00; carfares for social workers, $50.00; service charge for Red Cros blood, $1,800.00.
Supplies and Materials: Automotive supplies, $200.00; medical, dental, and hospital supplies, $26,500.00; drugs, $43,500.00; postage, form cards, and stationery, $1,100.00; occupational therapy supplies, $4,100.00; wearing apparel, $3,400.00; general operating supplies, $100.00.
Equipment: Library books, $170.00; medical, surgical, and laboratory equipment, $2,160.00.
Structures and Improvements: New clinical and tuberculosis research laboratory, $21,000.00.

3. DIETARY PLANNING, PREPARATION AND SERVING OF MEALS

Responsible for the planning and preparation of meals. Approximately 2,200 meals are prepared in the mai kitchen daily. Food for patients of 16 of the wards is delivered in electrically-heated food trucks. About 400 meals ar served to employees in the cafeteria daily; 100 meals a day are served in the patients' cafeteria.

Personal Services		Contractual	Supplies		
No.	Amount	Services	Materials	Equipment	Total
104	$278,050 00	$1,000 00	$288,025 00	$325 00	$567,400 00

Personal Services: Performance under this program is divided among the following divisions or sections:
Administrative: Head Dietitian, 2 Dietitians.
Main Kitchen: Chef, 3 Principal Hospital Kitchen Workers, 14 Senior Hospital Kitchen Workers, 19 Hospital Kitchen Workers.
Bake Shop: 4 Principal Hospital Kitchen Workers, Senior Hospital Kitchen Worker.
Butcher Shop: 2 Senior Hospital Kitchen Workers, Hospital Kitchen Worker.
Refrigerator Section: 2 Senior Hospital Kitchen Workers, Hospital Kitchen Worker.
Vegetable Room: 2 Principal Hospital Kitchen Workers, 6 Hospital Kitchen Workers.
Diet Kitchen: 3 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.
Truck and Cleaning Section: 12 Hospital Kitchen Workers.
Cafeteria Section: 3 Senior Hospital Kitchen Workers, 25 Hospital Kitchen Workers.
Temporary Employees, $2,550.00.
Overtime, $10,500.00.
Contractual Services: Repairing kitchen equipment, $1,000.00.
Supplies and Materials: Food supplies, $280,000.00 (meats and fish, $110,000.00; milk, cream, $55,000.00; fruits and vegetables, $50,000.0 butter, eggs, and cheese, $30,000.00; groceries and surplus commodities charges, $25,000.00; flour and cereals, $10,000.00); household supplie $4,900.00; laundry, cleaning, and custodial supplies, $600.00; postage, forms, cards, and stationery, $125.00; wearing apparel, $1,800.0 repair parts for kitchen equipment, $600.00.
Equipment: Kitchen dollies for barrels, $325.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

The Plant Operation and Maintenance Section is responsible for the operation of the power plant, which supplies th heat and steam required by all buildings; for the maintenance and repair work in the 14 hospital buildings and 3 residenc for doctors; for the supervision and inspection of all contract work; for the upkeep and patrolling of the 51 acres of ground Elevator service is provided and the refrigeration plant is maintained. The Housekeeping Section is responsible for th cleaning of all hospital buildings with the exception of the kitchen and laundry; for the operation of the medical and surgic stockroom, making about 8,000 issues a year; for the operation of the linen room; and for matron service in the Nurse Home and Domestic Building. The square foot area in ward buildings amounts to 230,000, and there are 700,000 square fe in the Nurses' Home and Domestic Building. The Laundry Section is responsible for the laundering of all hospital lin for the wards, Nurses' Home, Domestic Building, and dining rooms. In addition, because of the communicable nature of th disease, the personal clothes of patients and the uniforms of nurses and employees are laundered. For the year 1954 th following approximate work was done by the laundry: finished work, 38,448 pounds, flat work, 631,497 pounds, fluff dr 152,664 pounds.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Structures Improvements	Total
140	$264,175 00	$109,950 00	$81,450 00	$3,265 00	$137,000 00	$695,840 00

ersonal Services: Performance under this program is divided among the following divisions or sections:

Plant Operation and Maintenance Section:

Administrative: Assistant Plant Superintendent, Chief Power Plant Engineer, Stationary Engineer, First Class, 4 Stationary Engineers, Second Class, 6 Steam Firemen.

Grounds: Principal Hospital House Worker, 9 Senior Hospital House Workers.

Maintenance Section: Electrician, 2 Carpenters, Plumber, Steamfitter, 2 Painters, Senior Hospital House Worker, 3 Watchmen 5 Elevator Operators.

Housekeeping:

Administrative: Head Housekeeper, 2 Principal Hospital House Workers.

Cleaning: 4 Senior Hospital House Workers, 63 Hospital House Workers.

Medical and Surgical Storeroom Section: Senior Hospital House Worker.

Linen Room: 2 Senior Hospital House Workers.

Laundry Section: Laundry Supervisor, 5 Senior Hospital Laundry Workers, 12 Senior Hospital House Workers, 21 Hospital Laundry Workers.

Temporary Employees, $1,475.00.

Overtime, $7,700.00.

ontractual Services: Electricity, $15,600.00; gas fuel, $2,800.00; repairs of building, $80,000 (carpentry, $26,500.00; masonry, $3,300.00; electrical, $4,000.00; plumbing and steamfitting, $10,500.00; exterior painting, $10,000.00; repairing roads, $7,500.00; pointing and waterproofing, $5,000.00; roofing, $10,200.00; patching floors, $1,500.00; ceilings in ice boxes, $1,500.00). Servicing of equipment, $4,490.00 (automotive, $100.00; machinery and tools, $900.00; furniture and furnishings, $2,000.00; inspections and repairs, $1,490.00). Cleaning windows, rugs, and draperies, $2,200.00; monthly maintenance on elevators, $3,960.00; extermination of pests, $900.00.

upplies and Materials: Automotive supplies, $200.00; heating supplies, $55,000.00; laundry, cleaning, and custodial supplies, $20,175.00; postage, forms, cards, and stationery, $75.00; tools and instruments, $325.00; general operating supplies and materials, $1,350.00; repair parts, nonautomotive, $500.00; building supplies and materials, $3,825.00.

quipment: Electrical equipment, $660.00; household equipment, $2,230.00; fire-fighting equipment, $200.00; medical, surgical, and laboratory equipment, $175.00.

tructures and Improvements: Steam distribution system: To replace steam and return lines from various buildings to Power House and replace obsolete and defective pumps, $65,000.00; for repairs to electrical wiring system in various buildings and electrical equipment, $50,000.00.

Plumbing: To replace corroded water pipes in Wards A, B, and C, $22,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	35	$96,775 00	$6,175 00	$2,925 00	$230 00	$80 00	—	$106,185 00
Professional Care of Patients	322	894,000 00	3,050 00	78,900 00	—	2,330 00	$21,000 00	999,280 00
Dietary Planning, Preparation and Serving of Meals	104	278,050 00	1,000.00	288,025 00	—	325 00	—	567,400 00
Maintenance of Household and Property	140	364,175 00	109,950 00	81,450 00	—	3,265 00	137,000 00	695,840 00
TOTALS	601	$1,633,000 00	$120,175 00	$451,300 00	$230 00	$6,000 00	$158,000 00	$2,368,705 00

LONG ISLAND HOSPITAL DIVISION, HOSPITAL DEPARTMENT

1–06–31

This division of the Hospital Department operates a hospital for the chronic sick and the homeless on Long Island which is situated in Boston Harbor and connected to the mainland by a viaduct. The institution consists of 20 buildings 6 of which house 780 hospital patients, and 1 has facilities for 439 dormitory cases. A nurses' home and 4 other buildings house the employees who live at the island. There are 216 acres of land and 7 miles of roadway. The average daily census is 715 in hospital wards and 322 in the dormitory.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
1—Personal Services	$1,207,931 01	$1,350,111 62	$1,452,000 00	$1,728,516 70	$1,423,000 0
2—Contractual Services	180,186 10	166,915 79	191,600 00	204,621 00	189,600 0
3—Supplies and Materials	546,408 24	565,071 07	597,300 00	664,706 00	641,292 0
4—Current Charges and Obligations	719 15	1,231 59	888 00	1,174 00	1,169 0
5—Equipment	29,097 14	43,304 30	25,618 00	65,158 00	20,607 0
7—Structures and Improvements	236,957 64	51,598 63	70,000 00	112,000 00	64,800 0
TOTALS	$2,201,299 28	$2,178,233 00	$2,337,406 00	$2,776,175 70	$2,340,468 0

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $1,612,485 0

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the hospital based on policies formulated by the Board of Trustees. Coordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments; budgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, distributed, and stored; personnel records are processed; telephone service is supplied; religious services are conducted and recreational activities are provided.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
44	$124,327 83	$3,825 00	$4,938 00	$472 00	$125 00	$133,687 83

Personal Services: Performance under this program is divided among the following divisions or sections:
Administrative: Superintendent, Clerical Employee.
General Services:
General Section: 2 Head Clerks, 14 Clerical Employees.
Personnel Section: 4 Clerical Employees.
Telephone Section: 6 Telephone Operators and Clerks.
Religious Section: Resident Chaplain, 2 Chaplains, Organist (full time), Organist (part time), Chapel Custodian.
Commissary Section: Senior Storekeeper and Clerk, Senior Storekeeper, 3 Storeroom Helpers.
Miscellaneous Section: Supervisor of Patient Labor, Senior Building Custodian, Matron, Recreation Room, Shoe Repairman, Motion Picture Operator.
Overtime, $700.00.
Contractual Services: Servicing of office equipment, $500.00; travel expenses, $500.00; advertising, $500.00; freight and express charges, $1,000.00; miscellaneous professional and technical services, $1,325.00.
Supplies and Materials: Postage, forms, cards, and stationery, $3,320.00; miscellaneous supplies and materials, $1,618.00.
Current Charges and Obligations: Rent, taxes, and licenses, $428.00; dues and subscriptions, $34.00; premium on surety bond, $10.00.
Equipment: Office equipment, $35.00; library books, $90.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, nursing, and surgical care of 1,000 patients daily. About 265,000 days of care will be given to patients in the hospital wards and about 106,000 days of care to dormitory patients. Conducts X-ray, occupational therapy, physical therapy, dental, and laboratory services. Maintains a pharmacy, and Social Service Division. A School of Practical Nursing is conducted at the hospital for approximately 50 students.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
312	$670,739 17	$70,550 00	$88,995 00	$544 00	$7,558 00	$838,386 17

ersonal Services: Performance under this program is divided among the following divisions or sections:
General Care Section: Medical Director, Resident Physician, 10 Assistant Resident Physicians, Refractionist, Physician-Consulting Laryngologist.
Special Professional Services:
Pathological Department: Pathologist, 4 Laboratory Technicians, 2 Laboratory Helpers, Mortuary Attendant.
Radiology Department: Radiologist, Senior X-Ray Technician, X-Ray Technician, Attendant Nurse.
Dental Department: Dentist, Dental Hygienist.
Podiatry Department: 2 Supervising Podiatrists, Podiatrist.
Occupational Therapy: Senior Occupational Therapist, 3 Occupational Therapists.
Physical Therapy Department: Principal Physical Therapist, Senior Physical Therapist, 2 Physical Therapists.
Pharmacy: Head Pharmacist, Inhalation Equipment Technician, 2 Pharmacy Helpers.
Medical Library Department: Medical Record Librarian, Clerical Employee.
Nursing Division: Superintendent and Director of Training School for Practical Nurses, Assistant Superintendent, Night Supervisor of Nurses, 5 Supervisors of Nurses, Operating Room Supervisor, 38 Head Nurses, 26 Graduate Nurses, (Registered), Graduate Nurse (Non-registered), 23 Licensed Practical Nurses, Senior Attendant Nurse, 99 Attendant Nurses, Teacher of Practical Nursing, 45 Student Practical Nurses, 4 Matrons, Housemother (Nurses' Home), Proctor.
Social Service Division: Principal Social Work Supervisor, 3 Social Work Supervisors, 6 Social Workers, 5 Clerical Employees, Transportation Officer, 2 Hospital Medical Workers.
Temporary employees, $8,000.00.
Overtime, $21,000.00.
ontractual Services: Servicing of medical and hospital equipment, $2,500.00; transportation of patients, $1,500.00; care of Boston cases at State Infirmary, $25,000.00; repairing of dentures, eyeglasses, braces, legs, etc., $550.00; Red Cross blood and special laboratory work, $1,000.00; visiting and consulting staff servies, $40,000.00.
upplies and Materials:
Medical, Dental and Hospital Supplies: Pathology, $2,400.00; research laboratory, $500.00; pharmacy medicine and drugs, $26,859.00; operating room, $2,007.00; pharmacy, $9,938.00; dental supplies, $801.00; X-ray, $5,995.00; eye glasses, dentures and hearing aids, $1,500.00.
Office Supplies and Materials: Postage, forms, cards, and stationery, $2,336.00.
Miscellaneous Supplies: Wearing apparel, $34,569.00; occupational and physical therapy, $2,090.00.
Current Charges and Obligations: Dues and subscriptions, $544.00.
quipment: Office equipment, $230.00; library books, $441.00; medical, dental, and hospital equipment, $6,887.00.

3. DIETARY PLANNING, PREPARATION AND SERVING OF MEALS

Responsible for the planning, ordering, preparing, serving, and supervising of all the meals for approximately 1,000 patients and 300 employees. About 1,440,000 meals were served to the patients and employees in 1955.

Personal Services		Supplies		
No.	Amount	Materials	Equipment	Total
73	$192,227 90	$379,711 00	$3,953 00	$575,891 90

Personal Services: Performance under this program is divided among the following divisions or sections:
Main Kitchen: Steward, 3 Chefs, Assistant Chef, 8 Senior Hospital Kitchen Workers, 10 Hospital Kitchen Workers.
Bakery: Head Hospital Kitchen Worker (Baker), 2 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.
Butcher Shop: Head Hospital Kitchen Worker (Meatcutter), Principal Hospital Kitchen Worker, 4 Senior Hospital Kitchen Workers.
Diet Kitchen: 1 Head Dietitian, 2 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.
Ward Kitchen: 10 Hospital Kitchen Workers.
Employees Cafeteria: Senior Hospital Kitchen Worker, 13 Hospital Kitchen Workers.
Patients Cafeteria: Senior Hospital Kitchen Worker, 9 Hospital Kitchen Workers.
Overtime, $6,300.00.
Supplies and Materials: Food supplies, $375,000.00 (dairy products) $86,000.00; meats, fish, and poultry, $166,000.00; processed foods, $87,000.00; vegetables and fruits, $36,000.00).
Household Supplies and Materials: Cutlery and silverware, $892.00; kitchen utensils, $1,592.00; glassware and dishes, $2,187.00.
Postage, forms, cards, and stationery, $40.00.
Equipment: Office furniture and equipment, $35.00; household furniture and equipment, $3,918.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the operation, maintenance, and repair of all machinery, furniture, and equipment, the cleanliness and protection of the patients, employees, and the hospital property in general. Maintains a Security Guard division, operates a power plant which supplies the heat and light required, operates a laundry which cleans all the bed linen and clothing for the hospital patients. Turns out the following weekly: press work, 2,500 pounds; rough dry, 9,500; flat work, 35,400 pounds. The sewing room: pieces mended, 800; pieces manufactured, 500 (included are towels, clothing, and linen).

Personal Services		Contractual	Supplies	Current		Structures	
No.	Amount	Services	Materials	Charges	Equipment	Improvements	Total
158	$435,705 10	$115,225 00	$167,648 00	$153 00	$8,971 00	$64,800 00	$792,502 10

Personal Services: Performance under this program is divided among the following divisions or sections:
Maintenance Section: Plant Superintendent, Assistant Plant Superintendent, Electrician Foreman, Working Foreman-Carpenter, Electrician, Motor Equipment Repairman, Working Foreman-Painter, 2 Plumbers, Plasterer, Steamfitter, Carpenter, Machinist, Cabinetmaker and Carpenter, Spray Painter, 4 Painters, 7 Motor Equipment Operators and Laborers, 3 Electrician's Helpers, 3 Carpenter's Helpers, 2 Plumber's Helpers, Working Foreman-Laborer, 2 Steamfitter's Helpers, Transportation Attendant, 7 Hospital Laborers, Cemetery Laborer, Maintenance Stores Clerk, Incinerator Operator, 6 Hospital Houseworkers, 2 Painter's Helpers.
Power Plant Section: Chief Power Plant Engineer, 4 Second-Class Stationery Engineers, 5 Steam Firemen, 2 Engine Room Helpers.
Security Division: Head Hospital Guard, Principal Hospital Guard, 3 Senior Hospital Guards, 17 Hospital Guards, 3 Watchmen.
Housekeeping Division: Supervising Housekeeper, Principal Hospital House Worker, 2 Senior Hospital House Workers, 30 Hospital House Workers.

Long Island Hospital Division, Hospital Department — Continued

Laundry Division: Laundry Manager, Head Laundress, 4 Senior Hospital Laundry Workers, Principal Hospital House Worker (sewing 6 Senior Hospital House Workers, 18 Hospital Laundry Workers.
Overtime, $7,000.00.

Contractual Services:

Telephone service, $7,800.00; electricity, $4,800.00.
Repairs to Buildings: Carpentry, $2,300.00; electrical $3,600.00; plumbing and steamfitting, $3,600.00; painting, $7,500.00; roofing ar masonry, $12,350.00; highways, $800.00; new tubes for No. 5 boiler, $3,000.00; linoleum for Wards 1 and 2, $2,000.00; servicing of 4 el vators, $2,500.00; safety measures, $2,350.00.
Servicing of Equipment: Automotive, $2,000.00; machinery and tools, $3,345.00; household, $3,155.00; repairs and alterations to movi picture projectors, $2,500.00.
Bus service between Fields Corner and Long Island, $46,000.00.
Contractual Services Not Otherwise Classified: Extermination of insects and pests, $3,100.00; sharpening tools, $100.00; furnish and inst shades and screens, $300.00; cleaning rugs, clothing, $200.00; blueprinting, $260.00; miscellaneous, $1,665.00.

Supplies and Materials:

Automotive supplies, $3,492.00; heating supplies, $97,000.00.
Household Supplies and Materials: Laundry, cleaning and custodial supplies, $15,926.00; linen, towels, and bedding, $12,120.00; clot $10,711.00; comforts and toilet articles, $5,984.00; miscellaneous household supplies, $588.00.
Postage, forms, cards and stationery, $104.00.
Hardware, paints, and plumbing supplies, $10,625.00; power house and laundry supplies, $9,348.00; tools and instruments, $1,200.00; misc laneous, $550.00.

Current Charges and Obligations: Rent, taxes, and licenses, $153.00.

Equipment: Snowplow blade, $307.00; laundry equipment, $502.00; general operating equipment, $1,716.00; household furniture and equipmen $5,135.00; fire-fighting equipment, $1,311.00.

Structures and Improvements:

Buildings and Improvements:
Removal of coal pocket — Back Wharf — condemned, $4,500.00.
Waterproofing basements of O.P.D., Admissions, Morris Buildings, $10,000.00.
Renew hot and cold water piping in Main Kitchen, $8,500.00.
Remodel washroom and toilets of employees' quarters, $10,000.00.
Remodel washroom and toilets of Men's Dormitory, $10,000.00.
Other Structures and Improvements;
Install new fuel oil suction lines from Power House to fuel oil tanks, $7,800.00.
Install new 20,000-gallon fuel oil tank to replace tank damaged by explosion, $5,000.00.
Painting section of viaduct, $9,000.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvement	Total
1. Administrative and General Services	44	$124,327 83	$3,825 00	$4,938 00	$472 00	$125 00	—	$133,687
2. Professional Care of Patients	312	670,739 17	70,550 00	88,995 00	544 00	7,558 00	—	838,386
3. Dietary Planning, Preparation and Serving of Meals	73	192,227 90	—	379,711 00	—	3,953 00	—	575,891
4. Maintenance of Household and Property	158	435,705 10	115,225 00	167,648 00	153 00	8,971 00	$64,800 00	792,502
Totals	587	$1,423,000 00	$189,600 00	$641,292 00	$1,169 00	$20,607 00	$64,800 00	$2,340,468

WELFARE DEPARTMENT

1–07–10

The department's activities are carried on by 3 divisions, and a summary of the divisional appropriations is given low:

Title	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
ntral Office	$20,505,583 55	$20,769,426 71	$21,729,224 00	$23,233,903 00	$22,782,074 00
mporary Home	48,264 34	46,103 97	52,498 00	52,501 00	50,751 00
ayfarers' Lodge	34,957 97	34,761 66	36,916 00	39,501 00	38,251 00
TOTAL	$20,588,805 86	$20,850,292 34	$21,818,638 00	$23,325,905 00	$22,871,076 00

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
–Personal Services	$1,560,132 60	$1,590,324 64	$1,608,885 00	$1,657,817 00	$1,584,344 00
–Contractual Services	75,544 21	163,396 44	174,403 00	126,099 00	116,995 00
–Supplies and Materials	122,262 98	109,201 63	113,638 00	116,483 00	114,665 00
–Current Charges and Obligations	18,820,039 99	18,977,540 40	19,918,716 00	21,371,751 00	21,052,431 00
–Equipment	10,826 08	9,829 23	2,996 00	53,755 00	2,641 00
TOTALS	$20,588,805 86	$20,850,292 34	$21,818,638 00	$23,325,905 00	$22,871,076 00

In the pages that follow the detail applicable to each of the 3 divisions of the department is presented.

CENTRAL OFFICE, WELFARE DEPARTMENT

1–07–11

The Welfare Department administers the programs of public assistance established by the City of Boston. T major programs include general relief, aid to dependent children, permanently and totally disabled, old age assistanc and aid to the medically indigent.

The department takes care of approximately 25,000 cases of persons or families living at home, which compri about 35,000 individuals.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommend by Mayor
1—Personal Services	$1,510,155 45	$1,538,486 84	$1,552,000 00	$1,600,913 00	$1,528,000
2—Contractual Services	70,614 84	158,025 12	168,558 00	119,034 00	110,450
3—Supplies and Materials	96,991 29	85,927 99	88,133 00	89,663 00	89,030
4—Current Charges and Obligations	18,819,947 04	18,977,514 35	20,023,537 00	21,371,572 00	21,052,252
5—Equipment	10,635 35	9,472 41	1,966 00	52,721 00	2,342
TOTALS	$20,508,343 97	$20,769,426 71	$21,834,224 00	$23,233,903 00	$22,782,074

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956:		
Reimbursement from Commonwealth:		
Old age assistance	$7,307,400 00	
Aid to dependent children	2,389,417 00	
Disability assistance	2,045,613 00	
General relief	463,500 00	
United States Treasury:		
Old age assistance	6,612,900 00	
Aid to dependent children	3,015,558 00	
Disability assistance	1,254,132 00	
Administration	1,099,184 00	
Refunds:		
Old age assistance	200,000 00	
Aid to dependent children	20,000 00	
Disability assistance	10,000 00	
General relief	25,000 00	
Cities and Towns:		
Old age assistance	100,000 00	
General relief	100,000 00	
Total estimated departmental revenues for 1956		$24,642,704 0

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the department, establishes major policies, and coordinates local public assistance program with the federal and state governments. The chief of this division serves as secretary to the Board of Overseers.

Responsible for all personnel matters affecting the appointment, transfer, attendance records, recruitment of em ployees, and the preparation of payrolls; interprets new laws and regulations and furnishes the board and the departmen with assistance on legal matters; maintains a research and statistical service for the preparation of detailed reports o finance, personnel, and public assistance programs. The division also conducts an in-service training program for ne employees and periodic refresher courses for all employees, and is responsible for coordinating the welfare and civil defens programs in the event of a major disaster.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
23	$46,250 00	$3,368 00	$2,115 00	$2,052 00	$1,280 00	$55,065 00

rsonal Services: Performance under this program is divided among the following sections:
Administrative Section: Secretary-Welfare Agent, Head Clerk-Secretary, 2 Clerical Employees, Head Clerk (Civil Defense).
In-Service Training Section: Supervisor of In-Service Training, Clerical Employee.
Statistical Section: Head Statistical Clerk, Head Clerk, Social Worker, 2 Clerical Employees.
Personnel Section: Personnel Officer, 2 Telephone Operators, 8 Clerical Employees.
Overtime, for emergency reports, $500.00.
ntractual Services: Telephone service, $1,000 00; light, heat, and power, $501.00; carpentry, $100.00; electrical services, $100.00; plumbing, $100.00; servicing of equipment, $82.00; convention travel, $750.00; advertising and posting, $50.00; cleaning, $350.00; freight and express charges, $100.00; printing and binding, $75.00; inspections, $160.00.
pplies and Materials: Gasoline, oil, and greases, $280.00; tires and batteries, $90.00; fuel oil, $300.00; custodial supplies, $140.00; postage, forms, cards, and stationery, $1,185.00; building supplies, $100.00; miscellaneous supplies, $20.00.
rrent Charges and Obligations: Rental of mail-o-meters, $144.00; rental of post office box and safe deposit box, $33.50; registration of motor vehicles, $11.00; dues and subscriptions, $763.50; premiums on surety bonds, $1,000.00; seminar fees, $100.00.
uipment: Library books, $1,280.00.

2. SUPERVISION AND DIRECTION OF BUSINESS OPERATIONS

Supervises and directs the Business Division. Responsible for determining legal settlement on old age assistance, l general relief; sends notices to cities and towns on active cases receiving aid in Boston but legally settled elsewhere hin the Commonwealth and on cases without legal settlement; makes settlement determination on notices received m cities and towns on active cases in those towns claiming legal settlement in Boston; determines legal settlement on dically indigent patients at the Boston City Hospital; and verifies vital statistic records on cases receiving aid under all egories. It is anticipated that this section will investigate, to determine responsibility for settlement in 1956, 29,478 cases.

Responsible for the fiscal and accounting operations of the entire department. The division prepares the welfare rolls, disburses checks and cash on accepted cases, and maintains appropriate records. An aid audit is made of all authorizations of assistance; claims for federal and state reimbursement are prepared; and necessary monthly and annual reports issued.

Responsible for the maintenance of the file room and the master file indices of all social and business records of the partment; acts as an information center for district offices and authorized agencies, receiving approximately 20,000 inquiries ear; requisitions and accounts for all supplies and materials; maintains a duplicating and photostat unit; and provides tine maintenance of office equipment and furniture. Cleaning and custodial services and ordinary repairs to buildings and uctures are also responsibilities of this section. The central office and units occupy a total of 142,323 square feet of office ace.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
253	$490,000 00	$24,404 00	$28,166 00	$35,160 00	$1,062 00	$578,792 00

sonal Services: Performance under this program is divided among the following sections:
Administrative Section: Deputy Welfare Agent, Principal Social Work Supervisor, Head Clerk, 2 Clerical Employees.
Settlement Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 4 Social Work Supervisors, Head Clerk, 42 Social Workers, 19 Clerical Employees.
Office of Assistant Deputy Welfare Agent: Assistant Deputy Welfare Agent, 2 Clerical Employees.
Finance and Fiscal Section: Supervisor of Statistical Machines, Senior Accountant, 2 Head Administrative Clerks, 4 Head Clerks, 112 Clerical Employees.
Records Section: Head Administrative Clerk, 15 Clerical Employees.
Supplies and Equipment Section: Supervisor of Supplies, 2 Head Clerks, Photostat Operator, Typewriter Inspector and Technician, 6 Clerical Employees.
Maintenance and Custodial Services Section: Plant Superintendent, Chief Power Plant Engineer, 21 Custodial Employees.
Vacation supply, $1,000.00.
Overtime, $1,000.00.
ntractual Services: Telephone service, $12,210.00; light, heat, and power, $5,678.00; repairs to buildings (carpentry, $750.00, electrical, $1,000.00, plumbing, $430.00, elevator and roof repairs, $820.00); servicing of office equipment, $366.00; transportation of persons, $250.00; cleaning, $800.00; freight and express charges, $1,400.00; printing, binding, and ruling, $150.00; recording and judicial services, $350.00; elevator inspection, $200.00.
pplies and Materials: Food supplies, $100.00; fuel oil, $3,400.00; cleaning and custodial supplies, $1,531.00; medical, dental, and hospital supplies, $60.00; postage, $8,000.00; forms, cards, and stationery, $13,700.00; building supplies and materials, paints, $377.00, fire extinguisher, $34.00, tools and instruments, $12.00) miscellaneous supplies, $952.00.
rrent Charges and Obligations: Rents: monthly rental of IBM equipment, $35,000.00; premiums on surety bonds, $160.00.
uipment: Office furniture and equipment, $1,062.00.

3. INTERVIEWING AND INVESTIGATING APPLICANTS TO DETERMINE ELIGIBILITY FOR RELIEF

Responsible for the execution of the public assistance programs of all categories authorized by the City of Boston.

Has responsibility for providing the district social worker with technical advice and assistance regarding resource tters. This service is responsible for the investigation of the resources of applicants and recipients of public assistance of categories, including the checking with banks, insurance companies, and social security agencies. It investigates property dings, and prepares and files in the Registry of Deeds liens on property owned by recipients of old age assistance and ability assistance. This service also investigates, approves, and authorizes applications for burials in all categories and non-relief cases.

Central Office, Welfare Department—Continued

Responsible for the initial interview and the preparation of formal application; deals with cases referred by oth agencies of unemployed men and those without homes, referring them to employment agencies and assisting them to beco rehabilitated and economically independent. The service maintains an employment register; assigns able-bodied recipie to work in City of Boston departments for relief granted; and processes all out-of-town correspondence relevant to clie and complaints registered by clients at the district offices. It is also responsible for developing the Manual of Assista policies and procedures, staff directories, and procedural bulletins; and making periodic reviews of the need for legislati changes and changes in the department program requirements.

Directs the activities of all district offices. All out-of-town correspondence and complaints registered by clients a referred to this service for investigation and appropriate action. Each office is responsible for the administration of the pub assistance program within the boundaries of its district. The review of applications includes home visits and such relat actions as may be necessary to determine the eligibility of the applicant for relief. In accordance with current law, follow- visits are made to the home of each client as follows: old age assistance, at least every six months; aid to dependent childr and disability assistance, at least once every three months; general relief, by policy at least every three months.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
470	$991,750 00	$82,678 00	$58,749 00	$21,015,040 00	$22,148,217 00

Personal Services: Performance under this program is divided among the following sections:
Office of Deputy Welfare Agent Section: Deputy Welfare Agent, Assistant Deputy Welfare Agent, 2 Principal Social Work Supervis Head Clerk, 2 Clerical Employees.
Inquiries and Referrals Section: Social Work Supervisor, Social Worker, 2 Clerical Employees.
Social Case Review Section: Principal Social Work Supervisor, Clerical Employee.
Procedures and Methods Section: Head Social Work Supervisor, Clerical Employee.
Housing Section: Principal Social Work Supervisor, Clerical Employee.
Employment Services Section: Social Work Supervisor, Head Employment Registrar.
Resources-Legal Section: Head Social Work Supervisor, Clerical Employee.
Legal Section: Principal Social Work Supervisor, 3 Clerical Employees.
Insurance Section: Principal Social Work Supervisor, 2 Clerical Employees.
Bank Clearances Section: 3 Clerical Employees.
Real Estate Section: Principal Social Work Supervisor, Social Work Supervisor, 2 Clerical Employees.
Burial Section: Head Administrative Clerk, 2 Clerical Employees.
Case Work Section: Head Social Work Supervisor, Clerical Employee.
Institutions and Nursing Homes Section: Principal Social Work Supervisor, 3 Social Work Supervisors, 17 Social Workers, 9 Clerical Employe
Out-of-State Transportation Cases Section: Social Work Supervisor.
Homeless Men's Services Section: Principal Social Work Supervisor, Social Worker, Clerical Employee.
Child Welfare and Trust Fund Services Section: Social Work Supervisor, Social Worker.
Medical Section: Principal Social Work Supervisor, 7 Social Workers, 5 Clerical Employees.
East Boston Section: Head Social Work Supervisor, Principal Social Work Supervisor, 5 Social Work Supervisors, 34 Social Workers, Clerical Employees.
Church Street Section: Head Social Work Supervisor, Principal Social Work Supervisor, 9 Social Work Supervisors, 41 Social Workers, Clerical Employees.
Roxbury Crossing Section: Head Social Work Supervisor, Principal Social Work Supervisor, 9 Social Work Supervisors, 53 Social Worke 27 Clerical Employees.
Hancock Street Section: Head Social Work Supervisor, Principal Social Work Supervisor, 6 Social Work Supervisors, 37 Social Worke 20 Clerical Employees.
Grove Hall Section: Head Social Work Supervisor, Principal Social Work Supervisor, 7 Social Work Supervisors, 49 Social Workers, Clerical Employees.
Overtime, $500.00.

Contractual Services: Telephone service, $22,790.00; light, heat, and power, $11,821.00; repairs to buildings (carpentry, $400.00; electri $745.00; plumbing, $1,200.00; elevator and roof repairs, $3,680.00); servicing of office equipment, $677.00; transportation of persons, $8,000. board and care of persons, $25,000.00; professional consultant, $840.00; Social Service Index, $3,500.00; medical consultant, $4,000. emergency calls to physician, $25.00.

Supplies and Materials: Fuel oil, $6,300.00; cleaning and custodial supplies, $2,829.00; postage, $30,000.00; forms, cards and statione $17,115.00; building supplies and materials, $455.00; repair parts, nonautomotive $800.00; tools and instruments, $120.00; ballast and pair parts, $1,006.00; rock salt, $41.00; miscellaneous supplies and materials, $83.00.

Current Charges and Obligations:

Aid to dependent children:		
Direct payment for children — 4,550 cases	$6,639,906 00	
Indirect assistance (medical care)	523,652 00	
Total payments	$7,163,558 00	
Less federal reimbursements	3,015,558 00	
Net expense	$4,148,000 00	
Burials	2,000 00	
Total aid to dependent children	$4,150,000 00	$4,150,000
General relief:		
Direct payments to recipients — 3,600 cases	$2,323,296 00	
Indirect assistance (medical care)	106,704 00	
Total payments	$2,430,000 00	
Burials	20,000 00	
Payments to other cities and towns	125,000 00	
Total general relief	$2,575,000 00	$2,575,000

Old age assistance:		
Direct payments to recipients — 17,500 cases	$11,894,400 00	
Medical care grants (vendors' payments)	5,188,500 00	
Total payments	$17,082,900 00	
Less federal reimbursements	6,612,900 00	
Net expense	$10,470,000 00	
Transportation of 15,000 cases at $2.50 per month	450,000 00	
Burials	30,000 00	
Payments to other cities and towns	200,000 00	
	$11,150,000 00	
Total old age assistance (city's share)		$11,150,000 00
Disability assistance:		
Aid to permanently and totally disabled:		
Direct payments to recipients — 3,300 cases	$2,137,212 00	
Indirect assistance (medical care)	2,246,920 00	
Burials	10,000 00	
	$4,394,132 00	
Less federal reimbursements	1,254,132 00	
Total aid to permanently and totally disabled	$3,140,000 00	$3,140,000 00
Premiums on bonds		$40 00

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	23	$46,250 00	$3,368 00	$2,115 00	$2,052 00	$1,280 00	$55,065 00
Supervision and Direction of Business Operations	253	490,000 00	24,404 00	28,166 00	35,160 00	1,062 00	578,792 00
Determination of Eligibility of Applicants for Relief	470	991,750 00	82,678 00	58,749 00	21,015,040 00	—	22,148,217 00
TOTALS	746	$1,528,000 00	$110,450 00	$89,030 00	$21,052,252 00	$2,342 00	$22,782,074 00

TEMPORARY HOME, WELFARE DEPARTMENT

1–07–12

The Temporary Home for Women and Children provides shelter for homeless women, mothers, and children forced b circumstances to leave their own homes, and abandoned, dependent, and neglected children. Accommodations consist 50 adult beds and 15 cribs. The home provides shelter for a yearly average of 1,200 persons and serves an average of 32,0 meals.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
1—Personal Services	$36,229 46	$34,501 50	$37,393 00	$36,997 00	$36,437 0
2—Contractual Services	1,912 35	2,186 01	2,745 00	2,920 00	2,650 0
3—Supplies and Materials	9,905 25	9,033 59	11,325 00	11,515 00	11,330 0
4—Current Charges and Obligations	26 55	26 05	35 00	35 00	35 0
5—Equipment	190 73	356 82	1,000 00	1,034 00	299 0
TOTALS	$48,264 34	$46,103 97	$52,498 00	$52,501 00	$50,751 0

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAM

1. PROVIDING TEMPORARY SHELTER FOR WOMEN AND CHILDREN

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	$36,437 00	$2,650 00	$11,330 00	$35 00	$299 00	$50,751 00

Personal Services: Superintendent, Recreation Leader, Cook, Head Matron, 6 Matrons, Clerk-Typist, Physician, Housemaid. Overtime for Matrons, $600.00.

Contractual Services: Telephone service, $550.00; gas, $400.00; repairs: (electrical, plumbing, building, $275.00; chairs, beds, mattresses, a furniture, $300.00); travel expenses, $125.00; laundering of linen and garments, $850.00; window cleaning, $50.00; express charges, $25.00; binding ledgers, $25.00; exterminating services, $50.00.

Supplies and Materials: Food supplies, $9,000.00; toilet tissue, soap, disinfectant, bulbs, $300.00; dishes, towels, sheets, and bedspread $700.00; medical and hospital supplies, $300.00; postage, $15.00; forms, cards, and stationery, $15.00; building supplies, $115.00; rechargi fire extinguishers, $25.00; replacement of electrical equipment, $100.00; repairs for washing machine, $50.00; tools and instruments, $10.0 wearing apparel, $600.00; Christmas decorations, toys, and playroom equipment, $100.00.

Current Charges and Obligations: Newspapers and periodicals, $35.00.

Equipment: Household furniture and equipment, $299.00.

WAYFARERS' LODGE, WELFARE DEPARTMENT

1–07–13

The Wayfarers' Lodge provides overnight shelter for homeless men. Bed and breakfast are provided on a daily basis. There are facilities for 148 men, and the average nightly population is 75 persons.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
—Personal Services	$16,488 95	$17,336 30	$19,492 00	$19,907 00	$19,907 00
—Contractual Services	3,017 02	3,185 11	3,100 00	4,145 00	3,895 00
—Supplies and Materials	15,385 60	14,241 03	14,180 00	15,305 00	14,305 00
—Current Charges and Obligations	66 40	—	144 00	144 00	144 00
TOTALS	$34,957 97	$34,762 44	$36,916 00	$39,501 00	$38,251 00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAM

1. PROVIDING SHELTER FOR HOMELESS MEN

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	$19,907 00	$3,895 00	$14,305 00	$144 00	$38,251 00

Personal Services: Superintendent, Assistant Superintendent, 3 Watchmen, Clerk-Typist. Overtime—for 10 holidays, $400.00.

Contractual Services: Telephone service, $300.00; electricity and gas fuel, $1,370.00; repairs (electrical, $50.00; plumbing, $50.00; roof and skylight, $275.00; rebricking furnace, $300.00; miscellaneous, $150.00); servicing of equipment, $200.00; services of priest, minister, and altar boys, $1,200.00.

Supplies and Materials: Furnishing of 29,000 meals, $11,500.00; fuel oil, $1,450.00; sheets, nightshirts, bulbs, toilet tissue, and other household supplies, $900.00; first aid supplies, 5,000 aspirin tablets, $50.00; paint, $75.00; recharging fire extinguishers, $30.00; 20 mattresses refilled and recovered, $200.00; chemicals and disinfectants, $100.00.

Current Charges and Obligations: Fire alarm insurance premium, $144.00.

VETERANS' SERVICES DEPARTMENT

1–07–40

As provided by the city ordinances, the Veterans' Services Department includes the Veterans' Graves Registratio For administrative purposes the appropriations for these services have been combined, although the amounts necessar for graves registration are not subject to the authority of the Commissioner. The departmental appropriation is given belo

Title	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
Veterans' Services Department	$1,665,184 00	$1,807,041 00	$1,869,816 00	$2,031,688 00	$2,006,093 0
Veterans' Graves Registration	15,535 89	9,037 69	6,222 00	6,802 70	6,293 0
TOTALS	$1,680,719 89	$1,816,078 69	$1,876,038 00	$2,038,490 70	$2,012,386 0

The foregoing divisional statistics are combined in the following summary by objects of expenditure.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
1—Personal Services	$290,548 86	$296,776 00	$309,360 00	$325,570 70	$319,403 0
2—Contractual Services	3,825 75	7,148 10	9,373 00	12,564 00	10,425 0
3—Supplies and Materials	4,932 28	7,347 99	6,464 00	9,490 00	6,925 0
4—Current Charges and Obligations	1,380,317 00	1,504,222 00	1,550,420 00	1,689,404 00	1,675,399 0
5—Equipment	1,096 00	584 60	421 00	1,462 00	234 0
TOTALS	$1,680,719 89	$1,816,078 69	$1,876,038 00	$2,038,490 70	$2,012,386 0

In the pages that follow the detail applicable to each of the two divisions of the department is presented.

VETERANS' SERVICES DEPARTMENT

1–07–41

The Veterans' Services Department has the responsibility of providing relief for needy veterans and their eligible pendents through cash payments from funds provided for this purpose. It also provides assistance in procuring medical re, hospitalization, educational and employment opportunities, housing, and other related benefits provided by existing ws.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
—Personal Services	$275,770 00	$288,569 00	$303,978 00	$320,168 00	$314,000 00
—Contractual Services	3,500 00	6,482 00	8,808 00	11,619 00	9,835 00
—Supplies and Materials	4,647 00	7,228 00	6,264 00	9,160 00	6,725 00
—Current Charges and Obligations	1,380,312 00	1,504,222 00	1,550,420 00	1,689,404 00	1,675,399 00
—Equipment	955 00	540 00	346 00	1,337 00	134 00
TOTALS	$1,665,184 00	$1,807,041 00	$1,869,816 00	$2,031,688 00	$2,006,093 00

B — DEPARTMENTAL REVENUES

stimated departmental revenues for 1956 $855,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction of the department. Responsible for the preparation of the annual budget and ntrol of expenditures; maintains personnel records and prepares payrolls; processes correspondence; requisitions and sues office supplies and equipment; acts as the office of record for the department; prepares relief rolls; compiles statistics nd prepares required reports to the state for the purpose of obtaining reimbursement.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	$65,940 00	$1,199 00	$1,064 00	$204 00	$134 00	$68,541 00

ersonal Services: Commissioner, Deputy Commissioner, Veterans' Benefits and Services, Principal Clerk, 4 Clerical Employees.
ontractual Services: Telephone service, $1,000.00; travel expense, $150.00; cleaning, $49.00.
upplies and Materials: Custodial supplies, $14.00; medical, dental, hospital supplies, $50.00; postage, forms, cards, and stationery, $1,000.00.
urrent Charges and Obligations: Dues and subscriptions, $29.00; premiums on surety bonds, $175.00.
quipment: File cabinets, $35.00; library books, $99.00.

2. DETERMINATION OF ELIGIBILITY OF APPLICANTS FOR RELIEF

Responsible for the investigation of all applications for benefits and the determination of eligibility of applicants; rocesses applications for burial assistance and arranges for interments of veterans and their eligible dependents; and assists eterans in prosecuting claims for compensation, pension, and other benefits with the Veterans Administration. The divi- on processes a yearly average of 9,200 applications for direct relief, 180 for vocational rehabilitation, 480 for medical treat- ent, and approximately 3,000 applications are referred to the Veterans Administration for action.

Responsible for the intitial preparation of all applications for benefits; procures or directs procurement of vital sta- stics records; makes preliminary determination as to settlement; refers appplication to appropriate division or department r investigation; checks settlement data on completed application and report of benefits by other divisions; and when ecessary directs applicant to other agencies for benefits. The division certifies as Boston settlement 3,400 applications a ear and refers 170 applications to other cities and towns.

Responsible for the screening of the daily hospital admittance lists to ascertain those patients who may be eligible r veterans benefits, the preparation and review of applications, and the preparation of lists and supporting data for sub- ission to the state for the purpose of obtaining reimbursement. This section annually screens 12,600 hospital admissions nd prepares 2,040 applications and 2,400 case histories a year.

Veterans' Services Department — Continued

Responsible for furnishing veteran applicants with advice and counsel on their problems, which include education job training, G.I. loans, compensation and pension plans, insurance matters, housing, review of discharge and allotmen papers. A photostat and mimeograph service is maintained for use of veterans in documenting their records, and a medica service is operated for physical examinations. Requests for advice and counsel approximate a yearly average for employment 500; housing, 925; general counseling, 3,650; photostating, 3,900; and medical service, 65.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
70	$226,080 00	$8,100 00	$5,153 00	$95 00	$239,428 00

Personal Services: Performance under this program is divided among the following sections:
Benefit Division: Deputy Commissioner, Veterans' Benefits and Services, Principal Veterans' Services Supervisor, 4 Veterans' Service Supervisors, Social Worker, 20 Investigators, 11 Clerical Employees.
Settlement Division: Deputy Commissioner of Veterans' Benefits and Services, Veterans' Services Supervisor, Investigator, 4 Senior Settlement Clerks, 4 Clerical Employees.
Hospital Division: Assistant Commissioner, 2 Veterans' Services Supervisors, 5 Investigators, 3 Clerical Employees.
Rehabilitation Division: Physician General, Assistant Commissioner, Veterans' Services Consultant, Photostat Operator, 6 Clerical Employee
Contractual Services: Telephone service, $4,032.00; servicing of office equipment, $378.00; transportation of persons, $3,500.00; cleaning, $190.0
Supplies and Materials: Postage, forms, cards, and stationery, $4,500.00; photostatic materials, $600.00; cleaning and custodial supplies, $53.0
Current Charges and Obligations: Fee for 2 commissions as Notary Public, $14.00; bottled water, $21.00; premiums on surety bonds, $60.0

3. DISBURSEMENT OF RELIEF

Disburses all relief funds; approximately 35,600 checks are issued annually and 4,600 emergency cash payments ar made.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	$21,980 00	$536 00	$508 00	$1,675,100 00	$1,698,124 00

Personal Services: Head Administrative Clerk, 4 Paymasters, Clerk.
Contractual Services: Telephone service, $468.00; servicing of office equipment, $47.00; cleaning service, $21.00.
Supplies and Materials: Germicide and drinking cups, $8.00; postage, forms, cards, and stationery, $500.00.
Current Charges and Obligations: Premiums on surety bonds, $100.00.
Veterans' benefits and burials: Direct payments to veterans monthly. World War I, 560 cases; World War II, 865 cases; Korean Actio 100 cases, $1,350,000.00; all other wars, $24,000.00; hospital and medical charges, $286,000.00; burial allowances, $15,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	7	$65,940 00	$1,199 00	$1,064 00	$204 00	$134 00	$68,541 0
2. Determination of Eligibility of Applicants for Relief	70	226,080 00	8,100 00	5,153 00	95 00	—	239,428 0
3. Disbursement of Relief	6	21,980 00	536 00	508 00	1,675,100 00	—	1,698,124 0
TOTALS	83	$314,000 00	$9,835 00	$6,725 00	$1,675,399 00	$134 00	$2,006,093 0

VETERANS' GRAVES REGISTRATION

1–13–76

As provided by the general laws, appropriations may be made to suitably maintain and care for the graves of the ›norably discharged veterans. This function is assigned to a supervisor, who also maintains burial records of all veterans ho were residents of the City of Boston.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
–Personal Services	$14,778 86	$8,207 00	$5,382 00	$5,402 70	$5,403 00
–Contractual Services	325 75	666 10	565 00	945 00	590 00
–Supplies and Materials	285 28	119 99	200 00	330 00	200 00
–Current Charges and Obligations	5 00	—	—	—	—
–Equipment	141 00	44 60	75 00	125 00	100 00
Totals	$15,535 89	$9,037 69	$6,222 00	$6,802 70	$6,293 00

B — DEPARTMENTAL REVENUES

stimated departmental revenues for 1956 None

C — PROGRAM

1. CARING FOR VETERANS' GRAVES

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
1	$5,403 00	$590 00	$200 00	$100 00	$6,293 00

rsonal Services: Supervisor.
ntractual Services: Replace bronze plates on War Memorial in the Fenway, $50.00; transportation of persons, $300.00; advertising and posting, $10.00; freight and express charges, $200.00; printing, binding, ruling, $30.00.
pplies and Materials: Postage, $20.00; supplies and materials not otherwise classified, $180.00.
uipment: Flags for decoration of veterans' graves, $100.00.

LIBRARY DEPARTMENT

1–10–11

The Library Department of the City of Boston consists of the Central Library in Copley Square, the Kirstein Busine Branch Library in the Edward Kirstein Memorial Library Building, the School Issue Department, 32 branch libraries, t Hospital Library Service at the Boston City Hospital, and two bookmobiles.

The collections and services of the library have two main purposes: first, the provision of a popular public libra service for the citizens of Boston and, second, the provision of books and other library materials for reference and researc In 1955 the annual circulation was 3,028,749 volumes for home reading.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommende by Mayor
1—Personal Services	$2,607,323 94	$2,656,821 65	$2,600,000 00	$2,670,034 00	$2,584,000
2—Contractual Services	233,221 22	162,029 18	157,100 00	283,527 00	229,100
3—Supplies and Materials	283,654 51	266,628 19	326,090 00	464,140 00	383,970
4—Current Charges and Obligations	85,014 08	101,269 70	100,000 00	72,840 00	72,840
5—Equipment	78,784 68	59,317 83	70,490 00	79,265 00	64,700
TOTALS	$3,287,998 43	$3,246,066 55	$3,253,680 00	$3,569,806 00	$3,334,610

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956	$62,300

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible, under the direction of the Trustees, for the administration of the library system and personnel progra including entrance, qualifying, and promotional examinations, in-service training, the placement of personnel throughout t library system, and the maintenance of personnel records. The official records and files of the library are maintained, a the information desk and switchboard in the Central Library are staffed.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
25	$123,125 00	$19,840 00	$2,611 50	$804 25	$248 00	$146,628 75

Personal Services: Performance under this program is divided among the following sections:
Director's Office: Director and Librarian; Assistant to the Director and Secretary of the Trustees; Assistant to the Director and Chief Exec tive Officer; Administrative Assistant and 3 Assistants.
Personnel Office: Supervisor of Personnel, Assistant to the Supervisor of Personnel, and 5 Assistants.
Records, Files and Statistics: Chief, 3 Assistants.
Information Office: Chief, 3 Assistants.
Exhibits Office: Chief, 2 Assistants.
Temporary employees: Employment of part-time assistants, $8,800.00. Overtime: Compensation for services in excess of regular worki hours, $1,000.00.

Contractual Services: Telephone service, $1,260.00; electricity, $4,800.00; replacement of window curtains, Trustees' Room, $485.00; servici of office equipment, $165.00; travel expenses and attendance at conventions, $700.00; advertising, $200.00; cleaning of windows, $6,370.0 architect and engineering fees, $2,000.00; printing B. P. L. Examining Committee Report and Statistical Report, $2,860.00; furniture u holstery, $1,000.00.

Supplies and Materials: Custodial supplies, $562.50; medical supplies, $15.00; postage, forms, cards, and stationery, $1,819.00; miscellaneo supplies, $215.00.

Current Charges and Obligations: Rental of post office box, $18.00; rental of postage meter, $125.00; premium on fidelity bond, $380.0 premium on surety bonds, $281.25.

Equipment: Filing cases, chairs, etc., $248.00.

2. CIRCULATION OF BOOKS AND LIBRARY MATERIALS

The greater part of the general lending of books for home use takes place from the Open Shelf Department of Ho Reading at the Central Library, the 32 branch libraries, and the 2 bookmobiles. The book collections of this division numb approximately 730,000, constituting about one third of the total book holdings of the library.

The Open Shelf Department maintains in the Central Library a library for the general reader for home readi Separate sections are provided for adults, young adults, and children, each of which has a Readers' Advisor for the guidan of the readers. This department has a total of approximately 52,500 books and other items on the shelves.

The branch libraries provide educational and recreational reading for adults, young adults, and children, and cooperate ith community organizations, agencies, and educational institutions in their activities and programs. There are 572,000 ooks and other items on the shelves of the branch libraries for issue to borrowers.

The bookmobiles provide reading for persons in those parts of the city which are distant from branch libraries. Each ookmobile has an approximate annual circulation of 180,000 books.

The Audio-Visual Department maintains approximately 5,200 recordings and 800 films. In 1955, 48,207 recordings ere issued to borrowers, and there were 10,541 showings of films to an audience of 562,464.

The Hospital Library Service serves hospital patients at the Boston City Hospital, providing books and periodicals, iling projectors for patients required to remain on their backs, music and other recordings, and storytelling in the children's ards.

Other important services performed by this program are the following:

Selection of books and materials for the home reading program.

Cataloging and classifying books and materials.

Regulation of borrowers, issuance of borrowers' cards, and charging and discharging all books and materials borrowed from the Central Library. There are approximately 150,000 borrowers.

Issuance of children's books to schools which lack a school library. About 272,058 books and other items are issued annually.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
296	$1,276,161 50	$142,754 00	$328,988 50	$48,659 00	$2,617 00	$1,799,180 00

ersonal Services: Performance under this program is divided among the following sections:
Administrative: Chief Librarian, Assistant to the Chief Librarian, Supervisor of the Home Reading Services, 2 Deputy Supervisors, Extension Librarian, Assistant Special, 6 Assistants.
Open Shelf Department: Chief, 3 Readers' Advisors, Administrative Assistant, Young Adults' Librarian, Children's Librarian, 14 Assistants.
Branch Libraries: Branch Librarian and Curator of Judaica, 27 Branch Librarians, 4 Assistants-in-Charge, 15 Adults' Librarians, 16 Children's Librarians, Young Adults' Librarian, 8 Adults' Assistants, Children's Assistant, Young Adults' Assistant, 96 Assistants, 13 Senior Building Custodians, 9 Cleaners.
Bookmobiles: 2 Bookmobile Librarians, Adults' Librarian, 7 Assistants.
Audio-Visual Department: 7 Assistants.
Hospital Library Service: Hospital Librarian, 2 Assistants.
Book Selection Department: Chief, Book Selection Librarian, 3 Assistants.
Cataloging and Classification Department: Chief, Cataloger and Classifier, 5 Assistants.
Central Charging Records: Assistant-in Charge, Executive Assistant, 22 Assistants.
Branch Issue Department: Assistant-in-Charge, 7 Assistants.
School Issue Department: Assistant-in-Charge, 5 Assistants.
Temporary employment of extra assistants and story tellers on part-time basis, $151,150.00. Overtime: For services in excess of regular working hours, $20,000.00.

ontractual Services: Telephone service, $7,735.00; electricity, $30,600.00; general repairs, $3,900.00; replacement of central control desks, 4 branches, $4,000.00; replacement of screens and stage curtains, $2,300.00; boiler repairs, $1,000.00; stoker repairs, $200.00; roof repairs, $3,000.00; floor repairs, $4,215.00; masonry repairs, Parker Hill, $10,000.00, other branches, $2, 500.00; painting, branches, $1,500.00; relighting, Hyde Park, $10,000.00; relighting, Charlestown, $10,000.00; repairs and installations, $3,500.00; heating, plumbing, and ventilating repairs, $2,800.00; servicing of equipment, $1,140.00; travel expenses, $1,650.00; blueprinting and duplicating, $750.00; cleaning service, $1,130.00; printing and binding library issues, $10,784.00; rebinding books for branches, $7,000.00; operation, garaging, and maintenance of two bookmobiles, $20,000.00; gardening services, $1,800.00; snow removal, $500.00; lettering interior signs, etc., $300.00; moving of equipment, $450.00.

upplies and Materials: Heating supplies, $13,800.00; laundry, cleaning, and custodial supplies, $4,627.50; medical supplies, $35.00; postage, forms, cards, and stationery, $37,626.00; education, recreation supplies, books, $252,000.00; films, $10,000.00; recordings, $7,500.00; miscellaneous building supplies and materials, $3,400.00.

urrent Charges and Obligations: Rental of autotrucks, $19,000.00; branch library rents, $16,659.00; dues and subscriptions for periodicals and newspapers, $8,000.00; rental of book-charging machine, $5,000.00.

quipment: File and storage cabinets, chairs, clock, fans, lamps, etc., $2,169.00; other miscellaneous furniture for branches, $448.00.

3. REFERENCE AND RESEARCH SERVICES

The reference and research services of the library are located in the Central Library, with the exception of the Business anch, which is located in the Edward Kirstein Memorial Library Building in City Hall Avenue. The book collections of is division number approximately 1,350,000, constituting about two thirds of the total book holdings of the library.

The Book Stack Service provides public reference service for the 654,000 books available in the general book stack llections.

The other departments under this program provide reference and bibliographical service in their respective fields for e 686,000 volumes in their collections.

The Selection, Cataloging, and Classification Departments are responsible for the selection of research and reference ooks and materials and for their cataloging and classification subsequent to acquisition. In 1954, 18,770 books and other ems were cataloged and classified; 75,429 Library of Congress cards were processed; and 2,300 cards typed.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
142	$625,705 90	$30,475 00	$17,234 50	$22,650 00	$60,678 00	$756,743 40

ersonal Services: Performance under this program is divided among the following sections:
Administrative: Chief Librarian, Supervisor, Assistant to the Chief Librarian, 4 Assistants.
Book Stack Service: Assistant-in-Charge, Assistant, Fifth Step, Assistant, Fourth Step, Executive Assistant, 27 Assistants.

Library Department — Continued

Fine Arts Department: Chief, Reference Librarian, Reference Assistant, 6 Assistants.
History Department: Deputy Supervisor of Reference and Research Services and Chief, Reference Librarian, 3 Assistants.
Kirstein Business Branch: Assistant-in-Charge, Reference Assistant, 11 Assistants, 2 Cleaners.
Music Department: Chief, 3 Assistants, Periodical and Newspaper Department, Deputy Supervisor of Reference and Research Services ar
Chief, Reference Librarian, Reference Assistant, 5 Assistants.
Print Department: Keeper of Prints, 3 Assistants.
Rare Book Department: Keeper of Rare Books and Editor of Publications, Curator of Americana, 7 Assistants.
Science and Technology Department: Chief, Reference Librarian, Reference Assistant, 6 Assistants.
Statistical Department: Chief, Reference Librarian, 3 Assistants.
Teachers' Department: Chief, Reference Librarian, 2 Assistants.
Book Selection Department: Assistant-in-Charge, Assistant.
Cataloging and Classification Department: Chief, Assistant, Fifth Step, Administrative Assistant, 2 Catalogers and Classifiers, Catalog
17 Assistants.
Temporary Employment: Of extra Assistants, $50,050.00.
Overtime: For service in excess of regular working hours, $13,000.00.

Contractual Services: Telephone service, $4,410.00; electricity, $16,800.00; installation and replacement of shades and blinds, $1,000.00; servici of office equipment, $465.00; travel expenses, $500.00; picture framing for Print Department, $100.00; printing and binding of Reference a Research issues, $7,200.00.

Supplies and Materials: Laundry, cleaning, and custodial supplies and materials, $2,092.50; medical supplies, $25.00; postage, forms, car and stationery, $13,867.00; general operating supplies and materials, $1,250.00.

Current Charges and Obligations: Periodical and newspaper subscriptions, $13,500.00; rental of New England Deposit Library, $9,150.00.

Equipment: Catalog cases, file cabinets, etc., $678.00; library books for reference and research, $60,000.00.

4. BUSINESS OPERATION AND BUILDING MAINTENANCE

All of those aspects of the library's activities that are not primarily of a purely bibliothetical nature, and are n provided for otherwise, are assigned to the Business Operations Division.

The Accounting Department maintains the accounting operations of the library, both for the city funds and tru funds; prepares payrolls; and processes all drafts for payment of bills.

The Materials Office is responsible for the purchase of library books and materials and their preparation for use, i cluding repairs and binding. Over 100,000 books, newspapers, films, recordings, and other items are purchased annuall it receives all materials and carries out the daily shipping and receiving program between the Central Library and t branches. It is also responsible for the housing, maintenance of records, and intramural filling of orders for stock and supplie

The Building Department is responsible for the maintenance of building and grounds. The Central Library contai approximately 420,000 square feet of space, and the branch libraries contain approximately 124,000 square feet of space.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
142	$559,007 60	$36,031 00	$35,135 50	$726 75	$1,157 00	$632,057 85

Personal Services: Performance under this program is divided among the following sections:
Division Office: Assistant to the Director, 2 Deputy Assistants to the Director, Administrative Assistant, 5 Assistants.
Accounting Department: Auditor, Bookkeeper, 5 Clerical Employees.
Book Purchasing Department: Chief, Book Purchasing Librarian, 14 Assistants.
Book Preparation Department: Chief, Book Preparation Librarian, Book Preparation Assistant, 11 Assistants.
Binding Department: Chief, Foreman in Binding Department, 3 Finishers, 7 Forwarders, 2 Apprentice Bookbinders, 10 Sewers.
Printing Department: Cylinder Pressman, Linotype Operator.
Shipping and Receiving Section: 3 Clerical Employees.
Stock and Supplies Sections: 2 Clerical Employees.
Buildings Department: Superintendent of Buildings, 2 Working Foremen, 18 Mechanics, 43 Custodial Workers, Clerical Employees.
Overtime: For hourly cleaners and Sunday workers, $40,000.00.

Contractual Services: Telephone service, $2,895.00; heating service, $11,800.00; collection and disposal of garbage and waste, $100.00; gener repairs, $600.00; heating, plumbing, and ventilating repairs, $2,200.00; replacing glass flooring, $1,000.00; electrical work, $4,900.00; repairs oil burners and equipment, $900.00; servicing of plant equipment, $2,930.00; travel expenses, $1,150.00; freight and express, $700.00; auditi and accounting services, $500.00; printing and binding, $4,156.00; I. B. M. tabulation of book purchases and preparation of reports, $2,100.0 miscellaneous contractual services, $100.00.

Supplies and Materials: Gas and oil for snowplow, $25.00; replacement parts for motorized equipment, $25.00; laundry, cleaning, and custodi supplies and materials, $2,517.50; medical supplies, $25.00; postage, cards, forms, and stationery, $8,968.00; building supplies and materia $23,575.00.

Current Charges and Obligations: Rental of key punch machine, $420.00; stagings and other equipment, $100.00; premium on surety bon $206.75.

Equipment: File cases, chairs, tables, etc., $175.00; fire-fighting equipment, $159.00; flags, $823.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	25	$123,125 00	$19,840 00	$2,611 50	$804 25	$248 00	$146,628
2. Circulation of Books and Library Materials	296	1,276,161 50	142,754 00	328,988 50	48,659 00	2,617 00	1,799,180
3 Reference and Research Services	142	625,705 90	30,475 00	17,234 50	22,650 00	60,678 00	756,743
4. Business Operation and Building Maintenance	142	559,007 60	36,031 00	35,135 50	726 75	1,157 00	632,057
Totals	605	$2,584,000 00	$229,100 00	$383,970 00	$72,840 00	$64,700 00	$3,334,610

PARKS AND RECREATION DEPARTMENT

1–11–00

The Parks and Recreation Department is under the general direction of a commission composed of 5 members. The airman is the only salaried member; the other 4 members serve without pay. Commission is responsible for care, operation, intenance, and improvements of all parks and recreational facilities and of all city-owned cemeteries. The department's ivities are carried on by 2 divisions, and a summary of the divisional appropriations is given below.

Title	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
rks and Recreation Department	$3,321,017 81	$3,264,048 07	$3,124,380 00	$3,788,047 00	$3,496,665 00
metery Division	328,381 40	304,286 02	302,799 00	402,564 00	348,265 00
TOTALS	$3,649,399 21	$3,568,334 09	$3,427,179 00	$4,190,611 00	$3,844,930 00

The foregoing divisional statistics are combined in the following summary by objects of expenditure.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
–Personal Services	$2,677,445 62	$2,632,213 12	$2,634,244 00	$2,785,910 00	$2,674,000 00
–Contractual Services	300,518 16	278,859 87	284,055 00	372,939 00	363,175 00
–Supplies and Materials	319,377 76	324,364 27	305,710 00	324,986 00	314,510 00
–Current Charges and Obligations	12,870 86	12,535 63	11,045 00	11,496 00	10,535 00
–Equipment	66,956 95	61,010 95	25,125 00	95,280 00	22,710 00
–Structures and Improvements	112,797 45	138,105 40	20,000 00	290,000 00	255,000 00
–Land and Nonstructural Improvements to Land	159,432 41	121,244 85	147,000 00	310,000 00	205,000 00
TOTALS	$3,649,399 21	$3,568,334 09	$3,427,179 00	$4,190,611 00	$3,844,930 00

In the pages that follow, the detail applicable to each of the 2 divisions of the department is presented.

PARKS AND RECREATION DEPARTMENT

1–11–41

The Parks and Recreation Department is responsible for the development and operation of a park and recreati system for the residents of Boston and the hundreds of thousands of visitors to the city. In addition to the physical fac ities which the department operates, it develops a broad program of recreation for all age groups of the community, preserv and replaces trees on the streets of the city, and cares for the active and historical cemeteries in the custody of the city.

The department is responsible for the care and operation of 2,938 acres of parks, playgrounds, and squares; 46. miles of driveways; 73.98 miles of walks; 7.93 miles of bridle paths; 131.4 acres of ponds and rivers; 85 public squares; 1 playgrounds, 7 of which have field houses; 13 recreation centers; 14 greenhouses; 2 public golf courses, 1 of which has clubhouse; 1 zoo, consisting of 4 permanent buildings, several corrals and fenced-in areas; 2 outdoor and 2 indoor swimmi pools; 2 solariums; 16 public bath houses; 3 public bathing beaches; 1 main office building, 1 recreation office building, 1 other buildings, including shops, field houses, etc., and 19 cemeteries.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$2,449,671 92	$2,386,560 88	$2,394,000 00	$2,493,961 00	$2,420,000
2—Contractual Services	282,932 30	272,233 55	276,105 00	358,339 00	349,925
3—Supplies and Materials	305,695 85	314,496 02	297,300 00	311,966 00	304,200
4—Current Charges and Obligations	10,529 46	12,423 43	10,000 00	10,451 00	10,000
5—Equipment	31,202 35	42,626 76	4,975 00	68,330 00	2,540
7—Structures and Improvements	112,797 45	138,105 40	20,000 00	290,000 00	255,000
8—Land and Nonstructural Improvements to Land	128,188 48	97,602 03	122,000 00	255,000 00	155,000
TOTALS	$3,321,017 81	$3,264,048 07	$3,124,380 00	$3,788,047 00	$3,496,665

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 $92,000

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities, including preparation and administration of the budge collection of fees and other revenues, processing of all personnel actions, auditing time records and preparation of payroll requisitioning of supplies and equipment, and maintaining storehouse for their receipt and distribution.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
21	$92,216 00	$14,799 00	$7,400 00	$6,405 00	$100 00	$120,920 00

Personal Services: Performance under this program is divided among the following sections.
Administrative: Commissioner of Parks and Recreation.
Administrative Services Section: Executive Secretary, Head Administrative Clerk, Personnel Officer, 10 Clerical Employees, 2 Telephor Operators, Junior Building Custodian, Park Maintenance Man, Collector, Laborer, Matron.

Contractual Services: Telephone service, $4,500.00; electricity, $1,900.00; repairs—Parkman House, carpentry, $300.00; electrical, $300.0 plumbing and heating, $200.00; elevator inspection and maintenance, $774.00; servicing of office equipment, $300.00; convention trave $1,400.00; carfare and mileage, $4,500.00; advertising, $100.00; cleaning windows, (Parkman House), $200.00; printing and binding, $200.0 duplicating services, $100.00; freight, express, $25.00.

Supplies and Materials: Food supplies, $300.00; cleaning soaps and powders, household brooms, $100.00; forms, cards, stationery, postag $6,500.00; building supplies, materials, $500.00.

Current Charges and Obligations: Rental of Parkman House, $6,000.00; dues and subscriptions, $239.00; Western Union time clock, $21.0 premiums on surety bonds, $145.00.

Equipment: Library books, $100.00.

2. PLANNING AND SUPERVISING CONSTRUCTION OF DEPARTMENT STRUCTURES AND FACILITIES

Plans programs for the development and maintenance of existing and additional park facilities. Preparation of capit budget estimates. Supervision and inspection of work projects to assure compliance with plans and specifications of contrac Approval of vouchers for payment of work performed satisfactorily. Maintains records and plans of plant and facilities.

Personal Services No.	Personal Services Amount	Contractual Services	Equipment	Total
16	$74,348 00	$2,250 00	$250 00	$76,848 00

rsonal Services: Engineering Division: Chief Engineer, Senior Civil Engineer, Assistant Civil Engineer, 5 Junior Civil Engineers, 4 General Construction Inspectors, 2 Senior Engineering Aids, Junior Engineering Aid, Clerk.
ntractual Services: Repairs, drafting equipment, $300.00; photostating, blueprinting, mimeographing services, $1,200.00; services of appraisers and architects, $350.00; advertising bids, $400.00.
uipment: Drafting equipment and surveying instruments, $250.00.

3. MAINTENANCE OF BUILDINGS, PARKS, PLAYGROUNDS, AND ROADWAYS

General administrative supervision and direction of maintenance activities. Maintenance and repair of the interior d exterior of buildings and structures, including plumbing and heating. Repair of departmental and other automotive uipment. Maintains through 3 district units all parks, playgrounds, play areas, and field houses; marks and lays out letic fields for sport activities; cleans and maintains park roadways on a year-round basis, including snow removal.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Land and Improvements	Total
282	$826,470 00	$155,326 00	$108,300 00	$2,795 00	$1,090 00	$240,000 00	$90,500 00	$1,424,481 00

rsonal Services: Performance under this program is divided among the following sections:
Administrative: Superintendent of Park Maintenance.
Building Maintenance Section: General Foreman, 4 Foremen, 27 Mechanics, 2 Stationary Engineers, 2 Motor Equipment Repairmen, Motor Equipment Operator, 6 Park Maintenance Men, 2 Laborers.
District Maintenance Section: General Foreman, 8 Park Maintenance Foremen, 10 Gardeners, 6 Heavy Equipment Operators, 45 Park Keepers, 6 Motor Equipment Operators, 7 Park Maintenance Men, 119 Laborers, 26 Matrons, 8 Maintenance Workers. Temporary, $8,933, vacation supply. Overtime, $5,000, emergencies.
ntractual Services: Telephone service, $1,950.00; electricity, $10,200.00; gas for fuel, $800.00; repairs of buildings (carpentry, $2,900.00; electrical, $7,700.00; plumbing and steamfitting, $13,874.00; repairing, painting park benches, $21,578.00; replacing bleacher seats, $15,000.00; repairs granolithic walks, $5,000.00); repair and painting metal fences, $6,000.00; clean and paint swimming pools, Doherty Playground, $3,000.00; North End Park, $1,500.00; Frog Pond, $3,000.00; repairing, painting fences, tennis courts, $2,000.00; painting buildings and fences, $7,300.00; roofing and masonry work, $2,300.00; maintenance of water and sewer systems, $4,000.00; erection of chain link fences, $13,000.00; maintenance of underpass, Commonwealth Avenue, $774.00; repair machinery and tools, $300.00; repairs to oil burners, $3,400.00; repairing power brooms, $100.00; carfare and mileage, $100.00; roping and staking playgrounds, $5,000.00; maintenance of convenience station, Boston Common, $4,500.00; extermination of vermin, $1,500.00; displaying flags, $2,340.00; erecting flagpoles, $2,000.00; loaming and grading, $7,500.00; cement work, bleachers, buildings, $1,000.00; advertising and posting, $210.00; cleaning catch basins, $5,500.00.
pplies and Materials: Fuel, $31,600.00; disinfectants, $1,000.00; cleaning soap and powders, $3,488.00; household brooms, electric light bulbs, toilet tissue, $1,962.00; toweling, $4,000.00; custodial materials, $1,200.00; first aid medical supplies, $350.00; lumber, hardware, cement, window glass, paints, plumbing and electric supplies, $16,200.00; operating supplies (manila rope, oils, gases for welding, road patching materials, $15,000.00); nonautomotive repair parts, $6,700.00; tools and instruments, $3,600.00; bathing apparel, $300.00; water and sewer supplies, $3,000.00; grass seed, $5,600.00; fertilizer, $6,200.00; loam, $6,600.00; stable and push brooms, $1,500.00.
urrent Charges and Obligations: Rental of trucks, $775.00; rental of bulldozers and shovels, $1,800.00; rental of storage space for park equipment, $180.00; rental of garage (1 truck), $40.00.
quipment: Fire hose, $400.00; manual mowers, $300.00; utility truck, $90.00; federal, state, and city flags, $300.00.
ructures and Improvements:
Reconstruction of Parks and Roadways, $240,000.00:
Park Drive (Brookline Avenue to Kilmarnock Street).
Fenway (Brookline Avenue to Worthington Street).
Rotary interchange at Fens Bridge.
Fenway (Worthington Street to Museum Road; Evans Way).
Rotary interchange at intersection Fenway, Evans Way, Louis Prang Avenue.
Charlesgate West intersection and South Roadway.
Routine repairs and maintenance to existing roadways.
Park and Playground Improvements, $90,500.00:
Construction, improvement, routine maintenance of playgrounds and recreational facilities.

4. OPERATION AND MAINTENANCE OF AUTOMOTIVE EQUIPMENT

Maintenance and repair of all registered motor vehicles, which include 50 trucks, 12 passenger cars, 16 tractors, 6 jeeps, platform trailers, 2 bucket loaders, 1 road sweeper, and 1 motorcycle. Also maintenance and repair of snow removal uipment. Operation of a garage; storage and issue of gasoline and lubricants. Maintains records showing usage of vehicles, ileage, and operating costs. Arranges for repairs to vehicles by commercial agencies.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
33	$85,170 00	$19,500 00	$29,400 00	$134,070 00

rsonal Services: Superintendent (of automotive maintenance), Crane Operator, Motor Equipment Repairman, 10 Heavy Motor Equipment Operators, 13 Motor Equipment Operators, 3 Garage Attendants, Park Maintenance Man, 3 Laborers. Overtime, $3,000, vacation supply.
ntractual Services: Repairs and servicing of 93 pieces automotive equipment, $18,000.00; welding services, $1,100.00; repairing power road-cleaning broom, $400.00.
pplies and Materials: Gasoline, $19,000.00; lubricating oils and greases, $1,800.00; tires and tubes, $1,900.00; automotive supplies and materials, $3,800.00; fuel oil and coal, $2,900.00.

5. DESIGN, PROPAGATION, AND CARE OF PLANTS, SHRUBS, TREES, AND LAWNS

Maintenance of 14 greenhouses for the propagation of horticultural items for use in parks and for city celebrations d the observance of historic dates; designs and plans all floral displays; conducts experiments; and makes recommendations lative to the purchase and use of agricultural supplies and equipment.

Parks and Recreation Department — Continued

Care and maintenance of all trees on city streets and on park property; plants, sprays, prunes, and removes tr which create a hazard; maintains a tree nursery; and prepares and keeps current a master plan for the removal, replaceme and planting of trees.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Land and Non-structural Improvements to Land	Total
63	$213,669 00	$69,550 00	$21,300 00	$55,000 00	$359,519 00

Personal Services: Performance under this program is divided among the following sections:
Horticultural Section: Superintendent (of Horticulture), General Foreman (of Horticulture), Foreman of Greenhouse, 4 Senior Gardene 32 Gardeners, 3 Laborers, Matron.
Tree Section: Tree Maintenance Foreman, 2 Tree Maintenance Inspectors, 14 Tree Climbers, 2 Heavy Motor Equipment Operators, Mo Equipment Operator. Overtime: $15,000.00 for services required during emergencies caused by storms, felling and damaging tr and shrubbery. Temporary, $1,118, vacation supply.
Contractual Services: Telephone service, $1,400.00; electricity, $5,300.00; gas, $500.00; repairs to buildings and structures—(electric $1,000.00; plumbing and steamfitting, $1,000.00; painting greenhouses, $11,000.00; buildings and fences, $1,000.00; construction and rep of metal fences, $1,000.00); repairing tree machinery, $400.00; welding services, $500.00; erection of and decorating Christmas tre $8,750.00; spraying trees by hand machine and airplane, $12,700.00; pruning trees, $25,000.00.
Supplies and Materials: Fuel oil and coal, $10,000.00; lumber, hardware, painting, and plumbing supplies, $3,800.00; lawn mower, heating, a electrical repair parts, $1,300.00; horticultural tools and instruments, $1,200.00; insecticide for spraying trees, shrubs, flowers, $3,000.(purchase of miscellaneous types of trees and shrubs, $2,000.00.
Land and Nonstructural Improvements to Land: Removal of trees afflicted with Dutch elm disease, $30,000.00; planting and replaceme of trees, $25,000.00.

6. DIRECTION AND OPERATION OF RECREATIONAL PROGRAMS AND FACILITIES

Plans, conducts, and supervises a recreational program in 123 playgrounds and 13 recreation centers for all age grou in many types of athletics, arts and crafts, dramatics, boating, dancing, and special events; allocates and issues permi for use of athletic fields; operates a supply section for recreational supplies and equipment.

Operates and maintains two outdoor swimming and diving pools and 3 wading pools, 16 public baths, 2 indoor swir ming pools, and 3 public bathing beaches. The division operates a laundry and sewing room for making, repairing, a cleaning towels for all bath and swimming facilities.

Maintains 2 18-hole golf courses, 1 golf house building, and 1 club house. The golf courses are open from March 15 November 15 for play, and 1 golf house is open all year for meetings and celebrations.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Non-structural Improvements to Land	Total
252	$996,347 00	$79,200 00	$69,900 00	$800 00	$1,100 00	$9,500 00	$1,156,847 00

Personal Services: Performance under this program is divided among the following sections:
Recreation Division: Director of Recreation, Assistant to Director of Recreation, 3 Deputy Directors, Superintendent, 8 Recreation Supe visors, 18 Recreation Instructors, Supervisor of Recreation Equipment, 2 Public Relations Representatives, 7 Recreation Aids and A companists, Clerk, Motor Equipment Operator, 2 Laborers, Public Boating Manager.
Baths Division: Superintendent of Baths, Assistant Superintendent of Baths, Supervisor of Swimming, Supervisor, L Street Baths, 4 Seni Bath Custodians, 11 Bath Custodians, 9 Third-Class Stationary Engineers, 3 Steam Firemen, 4 Swimming Instructors, Gardener, Stor keeper, 3 Park Maintenance Men, Working Foreman-Bath Attendant, 70 Bath Attendants and Laborers, 27 Matrons, Garage A tendant, Motor Equipment Operator.
Laundry and Sewing Section: 7 Laundry Workers, 2 Third-Class Stationary Engineers, Motor Equipment Operator, Laborer, 27 Matron
Golf Courses: Supervisor, Clubhouse Superintendent, 2 Foremen, 11 Attendants, 10 Laborers, 2 Matrons.
Temporary Employees: $239,949.00, to provide for employees to conduct seasonal recreational athletic events, and supervise bathing facilitie
Overtime: $2,000.00 for work performed outside normal working hours, because of emergencies, absences of regular employees.
Contractual Services: Telephone service, $3,600.00; electricity, $8,800.00; steam service for laundry and bath, Dover Street, $45,600.00; repai to buildings—carpentry, $1,000.00; plumbing and steamfitting, $1,500.00; replacement of filters, Cabot Street Baths, $5,000.00; paintin $1,000.00; roofing and masonry, $1,000.00; repairs to chain link fences, $1,000.00; repairs to heating equipment, $500.00; repairs to boatin equipment, $700.00; carfare and mileage, $500.00; floodlights for athletic programs, $6,000.00; broadcasting services, $3,000.00.
Supplies and Materials: Fuel oil and coal, $13,500.00; aprons for laundry machine, $500.00; disinfectants for swimming pools, $1,300.00; clean ing powders and soap and toilet tissues, $6,850.00; towels, $15,250.00; towels for solarium, $450.00; household brooms, brushes, mops, $800.0 medical first aid supplies, $250.00; forms, cards, stationery, postage, $2,500.00; lumber, hardware, plumbing, heating, electrical, and misce laneous building supplies, $2,800.00; tools and instruments, $500.00; bathing apparel, $700.00; golf course supplies, $500.00; athletic supplie $7,000.00; special recreational supplies for summer season, $3,500.00; medical trophies, scrolls, $3,000.00; refreshments for Christmas, Ma Day, Halloween, and Golden Age parties, $7,000.00; bathing apparel for "L" Street, $3,500.00.
Current Charges and Obligations: Rental of school building for boating program, $500.00; rental of chairs, recreation, $300.00.
Equipment: Boating equipment, $500.00; diving boards, $600.00.
Land and Nonstructural Improvements to Land: Park and playground improvements, $9,500.00.

7. OPERATION AND MAINTENANCE OF A ZOOLOGICAL GARDEN

Maintains a zoological garden for the instruction and recreation of residents of the city and visitors, and for th promotion of zoology through exhibitions of collections, publications, and research. The zoo consists of 4 buildings an 23 corrals, which cover 3 acres of enclosed areas. Over 50 types of animals and birds aggregating 450 specimens are exhibited

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Structures Improvements	Total
42	$131,780 00	$9,300 00	$67,900 00	$15,000 00	$223,980 00

sonal Services: Assistant Director of Zoo, Zoo Foreman, 26 Zoo Attendants, Aquarium Attendant, Motor Equipment Operator, 11 Laborers, Matron.

tractual Services: Telephone service,$550.00; electricity, $2,500.00; repairs, roofing, and masonry, $1,000.00; carpentry, $1,000 00; plumbing and heating, $1,000.00; routine repairs, $1,000.00; repairs, oil burners, $600.00; welding service, $400.00; services of veterinarian, $750.00; cleaning catch basins, $500.00.

plies and Materials: Fuel oil and coal, $7,000.00; electric light bulb and household supplies, $100.00; medical first aid supplies, $100.00; food for animals, $60,700.00.

uctures and Improvements:

Rehabilitation of the Franklin Park Zoo:

Routine maintenance and minor improvements, $15,000.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Land and Nonstructural Improvements to Land	Total
dministrative and General Services	21	$92,216 00	$14,799 00	$7,400 00	$6,405 00	$100 00	—	—	$120,920 00
lanning and Supervising Construction of Department Structures and Facilities	16	74,348 00	2,250 00	—	—	250 00	—	—	76,848 00
Maintenance of Buildings, Parks, Playgrounds, and Roadways	282	826,470 00	155,326 00	108,300 00	2,795 00	1,090 00	$240,000 00	$90,500 00	1,424,481 00
peration and Maintenance of Automatic Equipment	33	85,170 00	19,500 00	29,400 00	—	—	—	—	134,070 00
esign, Propagation, and Care of Plants, Shrubs, Trees, and Lawns	63	213,669 00	69,550 00	21,300 00	—	—	—	55,000 00	359,519 00
Direction and Operation of Recreational Programs and Facilities	252	996,347 00	79,200 00	69,900 00	800 00	1,100 00	—	9,500 00	1,156,847 00
peration and Maintenance of a Zoological Garden	42	131,780 00	9,300 00	67,900 00	—	—	15,000 00	—	223,980 00
Totals	709	$2,420,000 00	$349,925 00	$304,200 00	$10,000 00	$2,540 00	$255,000 00	$155,000 00	$3,496,665 00

CEMETERY DIVISION, PARKS AND RECREATION DEPARTMENT

1–13–21

The Cemetery Division is responsible for the operation and care of 3 active and 16 inactive cemeteries within city area. The inactive cemeteries are mostly historical in nature and are visited by thousands of residents and tour annually, as they contain the graves of many famous personages of the city and of the nation. The active cemeteries brace a total area of 188 acres, and the inactive, 22 acres.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommen by Mayo
1—Personal Services	$227,773 70	$245,652 24	$240,244 00	$291,949 00	$254,000
2—Contractual Services	17,585 86	6,626 32	7,950 00	14,600 00	13,250
3—Supplies and Materials	13,681 91	9,868 25	8,410 00	13,020 00	10,310
4—Current Charges and Obligations	2,341 40	112 20	1,045 00	1,045 00	535
5—Equipment	35,754 60	18,384 19	20,150 00	26,950 00	20,170
8—Land and Improvements	31,243 93	23,642 82	25,000 00	55,000 00	50,000
TOTALS	$328,381 40	$304,286 02	$302,799 00	$402,564 00	$348,265

B — DEPARTMENTAL REVENUES

Departmental revenues revert to the cemetery trust fund Non

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Audits time records, prepares payrolls and maintains c solidated records of sales of grave lots and interments. Acts as the supply agency for the division.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	$24,200 00	$740 00	$700 00	$10 00	$170 00	$25,820 00

Personal Services: Deputy Park Commissioner, Supervisor of Cemeteries, Head Clerk, 2 Clerical Employees. Overtime: allowance, $2 2 Clerks, Memorial Day.
Contractual Services: Telephone service, $150.00; servicing of office equipment, $50.00; use of personal automobiles, $340.00; advertising, $25 duplicating services, $25.00; binding vital cemetery records, $150.00.
Supplies and Materials: Forms, cards, stationery, $600.00; postage, $100.00.
Current Charges and Obligations: Dues and subscriptions, $10.00.
Equipment: Library books, $170.00.

2. CARE AND OPERATION OF CEMETERIES

Responsible for the general maintenance of graves, grounds, and buildings, the sale of grave lots, arrangements perpetual care, and maintenance of records of all interments.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Improvements	Total
74	$229,800 00	$12,510 00	$9,610 00	$525 00	$20,000 00	$50,000 00	$322,445 0

Personal Services: 3 Cemetery foremen, Tree Maintenace Foreman, 11 Equipment Operators and Mechanics, Gardener's Helper, 44 G Diggers, 11 Laborers, Chapel Custodian, Principal Clerk, Matron. Overtime allowance, $13,800.00, services, Saturdays, Sundays, and holid
Contractual Services: Telephone service, $800.00; electricity, $900.00; repairs — (carpentry, $200.00; electrical, $100.00; plumbing and st fitting, $200.00; painting iron fence, Mt. Hope Cemetery, $5,000.00; roofing and masonry, $1,000.00; miscellaneous routine repai buildings, structures, $1,000.00); repairs and servicing of automotive equipment, $1,000.00; servicing office equipment, $50.00; repai cemetery equipment, $600.00; allowance for use of personal automobile, $360.00; cleaning cesspool, Fairview Cemetery, $50.00; plan and trimming trees, $600.00; excavating and dynamiting, $650.00.
Supplies and Materials: Gasoline, $500.00; automotive supplies and materials, $500.00; food, $100.00; 20 tons coal, 20,000 gallons fuel oil, gallons kerosene, $2,000.00; cleaning — soaps, powders, toilet tissue, wiping rags, $75.00; medical supplies, first aid, $10.00; forms, c stationery, and postage, $200.00; roofing materials, $200.00; lumber and hardware, $400.00; paints, $150.00; dynamite, $50.00; tools instruments, $400.00; repair parts — lawn mowing equipment, $200.00; repair parts, materials, nonautomotive, $300.00; rubber gloves rubber boots, $25.00; water pipe and fittings, $500.00; lawn supplies and materials, 2,500 pounds grass seed, 1,500 cubic yards loam, 3 pounds fertilizer, shrubs, and trees, $4,000.00.
Current Charges and Obligations: Rental excavating equipment, $500.00; premium for surety bonds, $25.00.
Equipment: Concrete liners, lowering devices, burial equipment, $20,000.00.

ıd and Improvements:
Mount Hope Cemetery: Extend and develop World War I and World War II Sections, $10,000.00; Cedar Grove Section (perpetual care), $3,000.00; Section J, $3,000.00 construction and reconstruction of roads, $19,000.00.
Fairview Cemetery: Development of a new section for Welfare Department burials, $10,000.00.
Evergreen Cemetery: Extend and develop a new section, $5,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Improvements	Total
dministrative and General Services . . .	5	$24,200 00	$740 00	$700 00	$10 00	$170 00	—	$25,820 00
Care and Operation of Cemeteries . . .	74	229,800 00	12,510 00	9,610 00	525 00	20,000 00	$50,000 00	322,445 00
Totals . . .	79	$254,000 00	$13,250 00	$10,310 00	$535 00	$20,170 00	$50,000 00	$348,265 00

EXECUTIONS OF COURT, DAMAGE CLAIMS AND REIMBURSEMENTS

1–13–31

This appropriation covers expenditures which arise through court and other legal actions involving settlements of ards for damages to persons and property.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
ecial Appropriation:					
Executions of Court . . .	$287,410 79	$318,296 08	$275,000 00	$350,000 00	$350,000 00

WORKMEN'S COMPENSATION SERVICE

1–13–41

Employees who receive injury in the course of, or arising out of, their employment will receive under existing l a standard schedule of payments during the period of absence from regular duties. This division investigates all accide in which employees are involved, determines the amount and extent of payments that may be allowed, and, in the case appeals, represents the interest of the City of Boston and the County of Suffolk before the Industrial Accident Board. T Board is also charged with performing physical examinations for applicants for employment. The total number of c and county employees covered by the act is approximately 18,500. It is estimated that in 1955 approximately 1,600 accid reports will be processed, amounting to $220,000.00.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$33,644 16	$34,545 18	$34,119 00	$33,382 00	$33,382
2—Contractual Services	170 62	183 74	190 00	215 00	195
3—Supplies and Materials	490 30	436 80	500 00	500 00	500
4—Current Charges and Obligations	32 50	32 50	50 00	50 00	45
5—Equipment	58 90	—	—	—	—
Totals	$34,396 48	$35,198 22	$34,859 00	$34,147 00	$34,122

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 No

C — PROGRAMS

Investigation and determination of compensation allowances arising out of accidents to employees.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	$33,382 00	$195 00	$500 00	$45 00	$34,122 00

Personal Services: Medical Director, Principal Law Clerk and Investigator, Principal Clerk-Secretary, 5 Clerical Employees.
Contractual Services: Servicing of office equipment, $65.00; travel expenses, $130.00.
Supplies and Materials: Postage, forms, cards, and stationery, $500.00.
Current Charges and Obligations: Subscriptions to Medical Journal and Wright & Potter Advance Sheets, $45.00.

WORKMEN'S COMPENSATION

1–13–42

The Workmen's Compensation appropriation covers all payments to injured employees who sustained their inj in the course of their employment. These payments include workmen's compensation, dependents' payments, lump s payments, hospital charges, physicians' fees, ambulance fees, medicines, etc.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommen by Mayo
Special Appropriation: Workmen's Compensation	$188,201 99	$184,824 95	$180,000 00	$225,000 00	$220,000

CITY RECORD, PUBLICATION OF

1–13–61

The City Record Department edits and prepares the City Record for publication, accounts for revenues received, l supervises the distribution of the publication.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget	
				Requested by Department	Recommended by Mayor
Personal Services	$8,509 72	$8,573 85	$8,541 00	$8,574 00	$8,574 00
Contractual Services	44,477 72	48,787 34	45,000 00	50,000 00	50,000 00
Supplies and Materials	78 93	177 30	200 00	200 00	200 00
TOTALS	$53,066 37	$57,538 49	$53,741 00	$58,774 00	$58,774 00

B — DEPARTMENTAL REVENUES

imated departmental revenues for 1956	$15,000 00

C — PROGRAMS

1. PUBLICATION OF CITY RECORD

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
2	$8,754 00	$50,000 00	$200 00	$58,774 00

sonal Services: Editor, Associate Editor.
ntractual Services: Printing, binding, mailing, and ruling, $50,000.00.
pplies and Materials: Office supplies, $200.00.

PENSIONS AND ANNUITIES — CITY

1–13–74

Payments to retired officials and employees who were not members of the contributory pension systems are cover by this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major city departments is given in the following tabulation:

Fire Department	$1,630,000 00	
Police Department	1,615,000 00	
Public Works Department	700,000 00	
Hospital	180,000 00	
Parks and Recreation Department	122,000 00	
Health Department	66,000 00	
Administrative Services Department	44,000 00	
Real Property Department	37,000 00	
Assessing Department	36,000 00	
Building Department	35,000 00	
Library Department	27,000 00	
Auditing Department	24,000 00	
Law Department	22,000 00	
All other departments	42,000 00	
TOTAL		$4,580,000

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
Special Appropriation:					
Pensions and Annuities	$3,337,745 11	$3,963,992 85	$4,380,000 00	$4,580,000 00	$4,580,000

SNOW REMOVAL

1–23–31

This appropriation provides for the purchase of sand and salt, and the sanding and salting of icy streets by distr yard forces. It also includes the plowing and hauling of snow by contractors, under the supervision of the various distr foremen; and also the cubic yard removal of snow by contractors in the various cubic yard contract areas.

The purchasing of snow loaders, blades, shovels, and repair parts for snow removal equipment is also included this appropriation.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
Special Appropriation:					
Snow Removal	$394,551 95	$471,591 97	$350,000 00	$400,000 00	$400,000

FEDERAL PUBLIC HEALTH PROGRAM

1–25–11

A program for the control of tuberculosis is operated by the Health and Hospital Departments, which is financed in full by grants in aid from the Federal Government. This appropriation provides for the services of a Physician-Roentgenologist, a Senior X-Ray Technician, and an X-Ray Technician.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
Special Appropriation:					
Federal Public Health Program	$9,825 32	$8,416 08	$8,324 00	$9,448 00	$9,448 00

RESERVE FUND

1–33–73

Under the provisions of the General Laws, chapter 40, section 5A, to provide for extraordinary or unforeseen expenditures, a city may, prior to the date when the tax rate for the year is fixed, appropriate a sum not exceeding 3 per cent of the tax levy for the preceding year to be known as a reserve fund. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the City Council upon recommendation of the Mayor, and the City Auditor or Officer having similar duties shall make such transfers as are so voted.

A — BUDGET SUMMARY

Group	1953 Transfers	1954 Transfers	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
Special Appropriation:					
Reserve Fund	$147,117 85	$150,000 00	$150,000 00	$300,000 00	$200,000 00

BOSTON HOUSING AUTHORITY

1–71–58

Under the provisions of the General Laws, members of the Housing Authority may be compensated for each day spent in the performance of their duties, and for such other services as they may render at the rate of $25 a day for the chairman and $20 a day for a member other than the chairman, provided that the total sum paid in any year does not exceed $7,000 in the case of the Chairman or $5,000 in the case of each of the other four members.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
Special Appropriation:					
Boston Housing Authority . .	$17,280 00	$27,000 00	$27,000 00	$27,000 00	$27,000 00

COMPENSATION PLAN AMENDMENTS

1–01–96

It is proposed to amend the rules for administering the pay schedule so as to shorten the periods of service presently required for advancement to rates set forth in columns V and VI of the pay schedule.

A — BUDGET SUMMARY

Group	Recommended by Mayor
Special Appropriation:	
Compensation Plan Amendments	$337,500 00

COUNTY BUDGET

SUPPORTING DETAIL

REGISTRY OF DEEDS

4–01–65

The Registry of Deeds receives and records all deeds, mortgages, leases, agreements, and other written instrumen pertaining to real estate in the cities of Boston, Chelsea, and Revere and the town of Winthrop. Copies are made instruments received and index records maintained for public use.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$398,357 54	$406,471 05	$407,785 00	$415,022 86	$398,285 0
2—Contractual Services	7,154 91	7,286 69	6,900 00	6,936 80	6,800 0
3—Supplies and Materials	26,155 94	17,855 69	17,000 00	19,089 80	18,300 0
4—Current Charges and Obligations	154 00	790 17	700 00	654 00	650 0
5—Equipment	687 35	6,621 50	300 00	586 11	300 0
TOTALS	$432,509 74	$439,025 10	$432,685 00	$442,289 57	$424,335 0

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956	$224,000 0

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; operates switchboard ar public coatroom; returns books to cases; and has custody of old records.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
15	$62,000 00	$350 00	$570 00	$115 00	$70 00	$63,105 00

Personal Services: Register of Deeds and a First Assistant, Executive Secretary, Head Clerk, 7 Clerical Employees, 2 Switchboard Operato and 2 Coatroom Attendants.
Contractual Services: Telephone service, $200.00; servicing of office equipment, $50.00; convention travel, $100.00
Supplies and Materials: Forms, cards, and stationery, $570.00.
Current Charges and Obligations: Premium on surety bonds, $100.00; dues, $15.00.
Equipment: Library Books, $70.00.

2. RECEIVING, RECORDING, AND INDEXING INSTRUMENTS PERTAINING TO REAL ESTATE

Accepts for record a total of approximately 56,000 instruments, including deeds, mortgages, discharges, ar miscellaneous instruments; entries are made in daily counter record and in grantor and grantee entry books; instrumen are photostated and indexed. Yearly classified books and 10-year consolidation books are prepared.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
82	$292,785 00	$5,350 00	$16,710 00	$500 00	$160 00	$315,505 00

Personal Services: Performance under this program is divided among the following sections:
Counter Section: Fourth Assistant Register, 3 Head Clerks, Cashier, 3 Clerical Employees.
Entry Section: 14 Clerical Employees.
Photostat Section: Director, Supervisor, 3 Photo Recording Operators, and 3 Clerical Employees.
Book and Page Section: 2 Head Clerks and 8 Clerical Employees.
Classified Index Section: Second Assistant Register and 14 Clerical Employees.
Consolidation Section: Head Clerk and 23 Clerical Employees.
Microfilm Section: Head Clerk and 2 Clerical Employees.
Temporary Employees: 8 Clerical Employees at $4.50 to $5.00 per night, 3 nights a week for 30 weeks, $3,285.00.

ontractual Services: Telephone service, $1,200.00; servicing of office equipment, $100.00; convention travel, $50.00; copying plans, $600.00; binding record books and indexes, $3,400.00.
upplies and Materials: Postage, $180.00; forms, cards, and stationery, $3,800.00; 400 rolls of microfilm and 420 rolls of photostat paper, $12,730.00.
urrent Charges and Obligations: Storage of microfilm rolls, $360.00; dues, $40.00; premiums on surety bonds, $100.00.
quipment: Library books, $160.00.

3. RECORDING, INDEXING, AND ISSUING CERTIFICATES OF TITLE PERTAINING TO REGISTERED LAND

Receives deeds from the Land Court, retains original instruments, and issues certificates of title guaranteed by the ommonwealth; prepares entry sheets; maintains index of certificates issued; keeps grantor and grantee index books. pproximately 10,000 instruments are recorded annually, including deeds, mortgages, discharges, and other instruments.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	$43,500 00	$1,100 00	$1,020 00	$35 00	$70 00	$45,725 00

ersonal Services: Technical Assistant, Third Assistant Register, and 9 Clerical Employees.
ontractual Services: Telephone service, $800.00; servicing of office equipment, $50.00; convention travel, $50.00; binding of record books and indexes, $100.00.
upplies and Materials: Forms, cards, and stationery, $750.00; microfilm and photostat supplies, $270.00.
urrent Charges and Obligations: Premiums on surety bonds, $15.00; dues, $20.00.
quipment: Library books, $70.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	15	$62,000 00	$350 00	$570 00	$115 00	$70 00	$63,105 00
Receiving, Recording, and Indexing Instruments Pertaining to Real Estate	82	292,785 00	5,350 00	16,710 00	500 00	160 00	315,505 00
Recording, Indexing, and Issuing Certificates of Title Pertaining to Registered Land	11	43,500 00	1,100 00	1,020 00	35 00	70 00	45,725 00
TOTALS	108	$398,285 00	$6,800 00	$18,300 00	$650 00	$300 00	$424,335 00

COURT HOUSE (CUSTODIAN)

4–01–82

The Suffolk County Court House provides court and office space for the county courts and the municipal court and has offices for county agencies. The expenses of operating the court house are paid by the city, and a reimbursemen of approximately 30 per cent of the cost is received from the Commonwealth.

The two buildings comprising the court house contain 708,000 square feet of office space and 78,000 square feet corridors and stairwells.

A—BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommend by Mayor
1—Personal Services	$491,162 26	$487,814 67	$483,323 00	$495,619 00	$490,000 0
2—Contractual Services	70,818 14	70,766 69	74,900 00	78,905 00	71,730 0
3—Supplies and Materials	38,597 64	41,948 77	42,133 00	47,863 00	45,580 0
4—Current Charges and Obligations	940 60	5 00	5 00	941 00	936 0
5—Equipment	13,978 73	3,547 07	825 00	17,821 00	1,042 0
7—Structures and Improvement	—	—	—	125,000 00	60,000 0
TOTALS	$615,497 37	$604,082 20	$601,186 00	$766,149 00	$669,288 0

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956	$171,000 0

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Compiles attendance records and payrolls, and re uisitions and issues supplies. Operates telephone switchboard. Responsible for the internal security of court house buil ings after normal working hours on Saturdays, Sundays, and holidays.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
22	$74,872 00	$13,950 00	$270 00	$1,042 00	$90,134 00

Personal Services: Superintendent, 2 Assistant Superintendents, 3 Switchboard Operators, 2 Clerks, Floor Officer, 11 Watchmen, 2 Matron
Contractual Services: Telephone service, $10,500.00; servicing of office equipment, $150.00; repairs (office furniture, steel cabinets, and flo linoleum), $800.00; towel service, $2,400.00; advertising, $150.00.
Supplies and Materials: Ice for water coolers, $60.00; forms, cards, postage and stationery, $210.00.
Equipment: Office furniture) and equipment, $100,00.

2. PROVIDING ILLUMINATION, HEAT, AND POWER

Operates and maintains all heating equipment in two buildings comprising the central court house. The heatin plant consists of four 275-horsepower steam boilers and accessories. Provides illumination and power for all court hou activities.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
13	$48,531 00	$36,000 00	$33,000 00	$936 00	$118,467 00

Personal Services: Chief Power Plant Engineer, 2 Engineers, 10 Steam Firemen.
Contractual Services: Electricity and gas, $36,000.00.
Supplies and Materials: 13,000 barrels No. 6 fuel oil, $33,000.00.
Current Charges: Renewal of premium insurance for heating boilers, $936.00.

3. CARE, OPERATION, AND MAINTENANCE OF PLANT AND EQUIPMENT

Maintenance and repair of the two court house buildings, and the servicing of the elevators, water, sanitary, heat-g, and electrical utilities installed therein.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Structures Improvements	Total
21	$83,320 00	$18,980 00	$4,000 00	$60,000 00	$166,300 00

rsonal Services: 21 Mechanics, including Plumbers, Electricians, Carpenters, Painters.
ntractual Services: Elevator maintenance, $15,100.00; masonry and roof repairs, $1,500.00; repairs, windows, glass, $500.00; metal sash, $500.00; painting, $1,000.00; revolving doors, $200.00; monthly inspection of fire alarm systems, $180.00.
pplies and Materials: Lumber and hardware, $700.00; plumbing materials, $500.00; paints, $2,000.00; miscellaneous building supplies and materials, $800.00.
ructures and Improvements: Pointing masonry and waterproofing old court house, $60,000.00.

4. PROVIDING CLEANING, ELEVATOR, AND GENERAL BUILDING SERVICES

Provides personnel for daily cleaning of 786,000 square feet of corridors, stairways, offices, rest rooms and incidental neral services. Operation of 15 elevators during normal working hours, and 2 elevators on a stand-by status after normal orking hours.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
98	$283,277 00	$2,800 00	$8,310 00	$294,387 00

rsonal Services: Head Cleaner; 38 Cleaners, 39 Janitors, 2 Chief Elevator Operators, 18 Elevator Operators.
ntractual Services: Cleaning 1,700 windows, $2,800.00.
pplies and Materials: Toilet tissue and towels, paper cups, disinfectants, soap, mops, and light bulbs, non-automotive repair parts, $6,200.00; tools, instruments, and supplies for department mechanics, $200.00; cable for elevator, $1,500.00; gasoline, $10.00; electrical supplies, $400.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	22	$74,872 00	$13,950 00	$270 00	—	$1,042 00	—	$90,134 00
Providing Illumination, Heat, and Power	13	48,531 00	36,000 00	33,000 00	$936 00	—	—	118,467 00
Care, Operation, and Maintenance of Plant and Equipment	21	83,320 00	18,980 00	4,000 00	—	—	$60,000 00	166,300 00
Providing Cleaning, Elevator, and General Building Services	98	283,277 00	2,800 00	8,310 00	—	—	—	294,387 00
TOTALS	154	$490,000 00	$71,730 00	$45,580 00	$936 00	$1,042 00	$60,000 00	$669,288 00

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT

(COUNTY BUILDINGS)

1-01-80 (1-01-84)

Certain of the expenses of the Buildings Division of the Real Property Department are chargeable to the coun for the operation, maintenance, and care of seven buildings housing district courts and other county agencies. The ite applicable to the county are included below, for disbursement by the Real Property Department.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$176,002 34	$156,398 55	$149,421 00	$151,260 85	$150,000
2—Contractual Services	28,757 25	25,350 00	55,720 00	61,250 00	30,500
3—Supplies and Materials	7,292 71	7,250 00	7,940 00	9,300 00	7,500
4—Current Charges and Obligations	148 00	739 80	600 00	800 00	600
5—Equipment	208 79	415 00	400 00	700 00	600
7—Structures and Improvements	—	—	—	18,000 00	18,000
TOTALS	$212,409 09	$190,153 35	$214,081 00	$241,310 85	$207,200

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAMS

1. CARE, OPERATION AND MAINTENANCE OF BUILDINGS HOUSING COUNTY ACTIVITIES

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
46	$150,000 00	$30,500 00	$7,500 00	$600 00	$600 00	$18,000 00	$207,200

Personal Services: Deputy Superintendent, 3 Steam Firemen, Mechanic, 6 Senior Building Custodians, 19 Junior Custodians, 16 Custod Workers. Overtime allowance for services, Saturdays, Sundays, holidays, $1,000.00.

Contractual Services: Electricity, $5,100.00; repair and servicing of equipment, $800.00; repairs of buildings (carpentry, $2,400.00; electric $1,600.00; plumbing and steamfitting, $5,200.00; painting and plastering, $12,600.00; linoleum, $1,500.00; roofing, $700.00); advertisi $100.00; cleaning of windows, $100.00; towel service, $50.00; inspection of elevators, $100.00; exterminating services, $150.00; allowa for use of privately owned automobiles, $100.00.

Supplies and Materials: Coal, fuel oil, $6,000.00; cleaning supplies, toilet tissues, disinfectants, brooms, mops, floor wax, electric light bul $1,000.00; repairs, nonautomotive, $100.00; tools and instruments, $100.00; building supplies, $200.00; operating supplies, $100.00.

Current Charges and Obligations: Rental of water coolers, $200.00; rental of auto truck, $400.00.

Equipment: Chairs, benches, $200.00; fire extinguishers and fire hose, $200.00; wheelbarrows, ash barrel trucks, $200.00.

Structures and Improvements:

Buildings and Improvements.

Brighton Court House: renewing cap stone of walk and flashing, $4,000.00; new skylight over window well, $1,000.00.

Charlestown Court House: replacement of marble treads in main entrance, $850.00.

Dorchester Court House: furnish and install two new boilers and oil burning units, $12,150.00.

JAIL

4–08–11

The jail receives for custody all persons, male and female, who are committed by the various courts of Suffolk ounty, which comprises the City of Boston, Revere, Chelsea, and the town of Winthrop. Some of these persons are held the jail in lieu of bail, pending their trial, while others, having been found guilty, are held to serve sentences imposed. ased on the experience of past years, it is estimated that the jail will have custody of 8,500 inmates and material witnesses ring the year 1955. The average daily population is 220 persons.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
–Personal Services	$325,309 00	$326,060 77	$328,705 00	$357,161 00	$350,000 00
–Contractual Services	15,867 04	16,400 12	19,533 00	19,448 00	19,448 00
–Supplies and Materials	83,726 68	71,632 45	76,100 00	73,575 00	72,275 00
–Current Charges and Obligations	997 95	1,399 32	1,065 00	1,065 00	1,060 00
–Equipment	2,228 14	155 41	715 00	740 00	215 00
–Structures and Improvements	5,673 30	11,085 50	—	24,800 00	24,800 00
Totals	$433,802 11	$426,733 57	$426,118 00	$476,789 00	$467,798 00

B — DEPARTMENTAL REVENUES

stimated departmental revenues for 1956 $10,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the jail. Provides clerical, stenographic, and financial services; maintains ecords and statistics of inmates. Processes all personnel actions, audits attendance reports, and prepares payrolls. reparation of budget and control of expenditures. Requisitions supplies and materials. Provides for the spiritual needs inmates.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	$50,072 00	$2,650 00	$1,950 00	$1,057 00	$15 00	$55,744 00

ersonal Services: Performance under this program is divided among the following sections:
Administrative: Sheriff, Deputy Jailer.
General Services: Assistant Deputy Jailer, Head Clerk, 5 Clerical Employees, 3 Chaplains.
ontractual Services: Telephone service, $2,300.00; repairs and servicing of equipment, $100.00; attendance at convention, $250.00.
upplies and Materials: Postage, $100.00; stationery, $1,300.00; photographing and fingerprinting materials, $300.00; decorations and athletic equipment, $250.00.
urrent Charges and Obligations: Rental of water coolers, $180.00; association dues, $27.00; premiums on surety bonds, $550.00; gratuities for discharged inmates, $300.00.
quipment: Library books, $15.00.

2. PLANT OPERATION, MAINTENANCE AND REPAIR

Operates the plant and supervises the routine maintenance and repair of the utilities systems; also exterior repair the seven buildings which comprise the jail. Operates and maintains three 108-horsepower boilers.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Structures Improvements	Total
9	$34,048 00	$12,075 00	$15,850 00	$24,800 00	$86,773 00

ersonal Services: Chief Power Plant Engineer, 3 Engineers, 3 Steam Firemen, Jail Officer-Electrician, Jail Officer-Mechanic.
ontractual Services: Electricity, $6,000.00; repairs (electrical, $200.00; plumbing and steam fitting, $600.00; buildings and structures,$4,250.00); repairs and servicing of equipment, $500.00; extermination service, $525.00.
upplies and Materials: 1,200 tons of coal, $12,000.00; boiler room supplies, $200.00; painting supplies, $1,200.00; building supplies and materials, $1,000.00; electrical repair parts and materials, $1,250.00; tools and instruments, $150.00; rock salt, $50.00.
tructures and Improvements: Pointing of walls, $4,550.00; roof replacements, $14,500.00; replacement of toilet units in 50 cells, $5,750.00.

Jail — Continued

3. PLANNING AND PREPARING MEALS FOR INMATES

Planning menus and preparing 239,700 meals a year; supervision of persons engaged in receiving foodstuffs a serving meals.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
3	$12,125 00	$1,250 00	$40,000 00	$53,375 00

Personal Services: Assistant Chief Officer and Steward, Jail Officer and Assistant Steward, Jail Officer and Storekeeper.
Contractual Services: Gas, fuel, $1,250.00.
Supplies and Materials: Food supplies, $40,000.00.

4. GUARDING AND CARE OF PRISONERS

Responsible for the security of inmates; supervision of inmates assigned to jail maintenance projects; fing printing and photographing, escorting inmates to various courts for trial and disposition, and other related work.

Provides medical and dental care, including mandatory physical examination upon commitment. Custody of dru medical supplies, and equipment. Compilation of medical records and preparation of required medical reports. Insp tion of food and quarters.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
66	$253,755 00	$3,473 00	$14,475 00	$3 00	$200 00	$271,906 00

Personal Services: Performance under this program is divided among the following sections:
Security Division: Chief Officer, 5 Assistant Chief Officers, 41 Jail Officers, Chief Matron, 14 Matrons.
Medical Division: Physician, Dentist, Hospital Supervisor, Nurse (Male).
Temporary Employees: $170.00. Overtime allowance, $6,500.00 for services required on holidays, emergencies, and authorized absences.
Contractual Services: Repair and servicing automotive equipment, $500.00; hospital treatment of employees and inmates, $125.00; making inmates' uniforms, jackets, pants, $1,650.00; inspection of fire alarm system, $48.00; cleaning of uniforms, $150.00; survey of jail locks, $1,000.
Supplies and Materials: Automotive supplies and materials, $500.00; laundry, cleaning, and custodial supplies, $3,400.00; replacement dishes, cutlery, and kitchen utensils, $500.00; blankets, sheets, and towels, $4,000.00; medical, dental, and hospital supplies, $2,400.00; weari apparel, $3,000.00; ammunition, $500.00; refills for fire extinguishers, $25.00; flame proof liquid, $150.00.
Current Charges and Obligations: Automobile registration, $3.00.
Equipment: Clinical, $50.00; ammunition, $150.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services	12	$50,072 00	$2,650 00	$1,950 00	$1,057 00	$15 00	—	$55,744
2. Plant Operation, Maintenance, and Repair	9	34,048 00	12,075 00	15,850 00	—	—	$24,800 00	86,773
3. Planning and Preparing Meals for Inmates	3	12,125 00	1,250 00	40,000 00	—	—	—	53,375
4. Guarding and Care of Prisoners	66	253,755 00	3,473 00	14,475 00	3 00	200 00	—	271,906
Totals	90	$350,000 00	$19,448 00	$72,275 00	$1,060 00	$215 00	$24,800 00	$467,798

CENTRAL OFFICE, PENAL INSTITUTIONS DEPARTMENT

4–08–12

The Central Office in Boston is responsible for the operation and administration of the Suffolk County House of rrection at Deer Island, which is part of Boston. The Penal Institutions Commissioner is responsible for the paroling nmates from both the House of Correction and the Suffolk County Jail.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
Personal Services	$75,060 51	$75,108 43	$73,831 00	$78,584 00	$78,284 00
Contractual Services	448 94	622 85	417 00	817 00	467 00
Supplies and Materials	805 37	766 42	765 00	1,025 00	860 00
Current Charges and Obligations	20 00	23 00	28 00	41 00	36 00
Equipment	66 15	—	—	3,470 00	—
TOTALS	$76,400 97	$76,520 70	$75,041 00	$83,937 00	$79,647 00

B — DEPARTMENTAL REVENUES

timated departmental revenues for 1956 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction and control of departmental activities, and maintains general financial and clerical ords of the department.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	$32,049 00	$57 00	$500 00	$33 00	$32,639 00

rsonal Services: Commissioner, Deputy Commissioner, Head Clerk, 4 Clerical Employees.
ntractual Services: Servicing of automotive equipment, $20.00; servicing of office equipment, $15.00; travel expenses, $10.00; printing, binding, and ruling, $12.00.
pplies and Materials: Automotive supplies, $100.00; postage, forms, cards, and stationery, $400.00.
rrent Charges and Obligations: Licenses, $3.00; association dues, $20.00; premium on surety bond, $10.00.

2. SUPERVISION OF PAROLEES

Assists the Commissioner during his weekly interviews of inmates at the House of Correction and County Jail and ries out his directions relative to these inmates; advises counsel and interested persons as to the status of inmates and ocedures relative to parole and other related matters; keeps records of inmates at the House of Correction and County il, and supervises parolees of both institutions. There is an average of 1,700 inmates paroled yearly.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
11	$46,235 00	$410 00	$360 00	$3 00	$47,008 00

rsonal Services: Head Clerk, 2 Commitment and Transfer Officers, 5 Parole Agents, 2 Social Workers, Principal Clerk.
ntractual Services: Servicing of automotive equipment, $130.00; servicing of office equipment, $35.00; travel expenses, $240.00; telephone service, $5.00.
pplies and Materials: Automotive supplies, $160.00; postage, forms, cards, and stationery, $200.00.
rrent Charges and Obligations: Licenses, $3.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
Administrative and General Services	7	$32,049 00	$57 00	$500 00	$33 00	$32,639 00
Supervision of Parolees	11	46,235 00	410 00	360 00	3 00	47,008 00
TOTALS	18	$78,284 00	$467 00	$860 00	$36 00	$79,647 00

HOUSE OF CORRECTION, PENAL INSTITUTIONS DEPARTMENT

4–08–13

The Suffolk County House of Correction is located at Deer Island, which is part of Boston, adjacent to Winthr Mass., and covers about 37 acres. It comprises 26 buildings which consist of shops, living quarters, piggery, commiss and storehouse, poultry houses, slaughter and refrigeration houses, stock barn and silos, administration building, garag and 1 cell building containing 500 cells, another containing 360 cells, with kitchen, dining cafeteria, chapels, library a auditorium, an isolation building and a kitchen and dining hall for personnel. The average daily population is about inmates.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommen by Mayo
1—Personal Services	$465,178 11	$468,026 83	$477,836 40	$560,458 97	$533,319
2—Contractual Services	29,829 63	33,393 04	25,800 00	58,550 00	33,400
3—Supplies and Materials	330,772 87	334,527 54	321,900 00	397,710 00	364,400
4—Current Charges and Obligations	6,386 00	6,748 70	7,000 00	7,018 00	7,000
5—Equipment	18,696 12	7,004 78	1,250 00	12,455 00	2,000
7—Structures and Improvements	—	—	30,000 00	74,925 00	54,325
Totals	$850,862 73	$849,700 89	$863,786 40	$1,111,116 97	$994,444

B — DEPARTMENTAL REVENUES

Estimated departmental revenue for 1956 $7,500

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the administration and direction of the institution and discipline of its inmates. Maintains vi records of inmates, and has custody of inmates' cash. Processes all business procedures, such as budget preparation a control, personnel, and all financial records. Provides recreational, educational, and religious services.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	$40,174 94	$6,425 00	$1,900 00	$30 00	$200 00	$48,729 94

Personal Services: Master, 2 Head Clerks, 3 Clerks, School Teacher, Motion Picture Operator, 3 Chaplains, and 2 Organists.
Contractual Services: Telephone service, $3,600.00; servicing of office equipment, $200.00; travel expenses, $400.00; photographing of prison $2,200.00; advertising, $25.00.
Supplies and Materials: Postage, forms, cards, and stationery, $1,900.00.
Current Charges and Obligations: Premium on surety bonds, $30.00.
Equipment: Religious books, $200.00.

2. GUARDING AND CARE OF INMATES

Responsible for the security, training, and discipline of the inmate population. Provides medical and dental c and maintains 20-bed hospital for inmates.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
105	$379,647 01	$1,200 00	$35,000 00	$350 00	$250 00	$416,447 01

Personal Services: 6 Deputy Masters, 2 Assistant Deputy Masters, Correction Officer and Receiver, 91 Correction Officers, Physician, Dent and 3 Hospital Supervisors.
Contractual Services: Travel expense, $100.00; professional surgical services, $300.00; mission, $100.00; shoe repair, $700.00.
Supplies and Materials: Cleaning and custodial supplies, $6,000.00; medicine and drugs, $6,000.00; clothing, $23,000.00.
Current Charges and Obligations: Gratuities for indigent inmates, $350.00.
Equipment: Medical and dental replacements, $250.00.

3. RECEIVING AND PREPARING OF FOOD

Responsible for the requisitioning, receiving, distribution, cooking, and serving of approximately 830,000 meals per r.

Personal Services No.	Personal Services Amount	Supplies Materials	Equipment	Total
7	$31,985 90	$210,000 00	$680 00	$242,665 90

sonal Services: Correction Officer and Steward, Correction Officer and Assistant Steward, 3 Correction Officers and Cooks, Correction Officer and Baker and Cook, Correction Officer and Baker.
plies and Materials: Food and beverages, $210,000.00.
ipment: Meat storage cans, $500.00; fiber storage boxes, $150.00; scales, $30.00.

4. PLANT OPERATION AND MAINTENANCE

Maintains and supervises the proper functioning of the power plant for supplying heat and hot water to all buildings the island, as well as supplying steam used for cooking in the kitchen. Repairs and maintains all buildings; repairs and vices all machines and rolling stock.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
11	$46,056 50	$25,575 00	$104,000 00	$6,620 00	$570 00	$54,325 00	$237,146 50

sonal Services: Chief Engineer, Assistant Engineer (Third Class), 3 Steam Firemen, Correction Officer and Electrician, 2 Correction Officers and Carpenters, Correction Officer and Painter, Correction Officer and Motor Equipment Repairman, Motor Equipment Operator.
ntractual Services: Electricity, $15,500.00; gas fuel, $500.00; repairs to buildings, $5,000.00 (electrical, $1,000.00; repairs to boilers, $2,000.00; plumbing repairs, $1,000.00; roofing repairs, $1,000.00); servicing of equipment, $1,800.00 (automotive, $1,000.00; machinery and tools, $600.00; kitchen equipment, $200.00); architectural and engineering service, $2,500.00; repairs to cell locks, $275.00.
pplies and Materials: Automotive supplies, $4,500.00; heating supplies, $55,000.00; household supplies, $11,000.00; miscellaneous supplies and materials, $33,500.00 (roofing, $15,000.00; plumbing, $3,000.00; agriculture, $12,500.00; tools and instruments, $1,500.00; nonautomotive, $1,500.00).
rrent Charges and Obligations: Annual charge for water, town of Winthrop, $6,600.00; motor vehicle registration, $20.00.
uipment: Miscellaneous equipment, $570.00.
uctures and Improvements: Extension of sea wall, $45,000.00; fire detecting and precaution equipment, $9,325.00.

5. OPERATION OF INDUSTRIES

Supervises and directs the activities in three major industries which supply the needs of the institution for shoes, lding, clothing, dairy, poultry, and pork products. These industries sell clothing to other prisons and poultry and ckens to city institutions. It provides revenue estimated at $7,500.00 annually through sales of surplus products to ıer institutions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
8	$35,454 65	$200 00	$13,500 00	$300 00	$49,454 65

sonal Services: Industries Supervisor, Correction Officer and Shoemaker, 2 Correction Officers and Clothing Cutters, 2 Correction Officers and Herdsmen, Correction Officer and Assistant Herdsman, Correction Officer and Poultryman.
ntractual Services: Miscellaneous animal care, $200.00.
pplies and Materials: Agriculture supplies, $13,500.00.
uipment: Wheelbarrows, $300.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	13	$40,174 94	$6,425 00	$1,900 00	$30 00	$200 00	—	$48,729 94
Guarding and Care of Inmates	105	379,647 01	1,200 00	35,000 00	350 00	250 00	—	416,447 01
Receiving and Preparing of Food	7	31,985 90	—	210,000 00	—	680 00	—	242,665 90
Plant Operation and Maintenance	11	46,056 50	25,575 00	104,000 00	6,620 00	570 00	$54,325 00	237,146 50
Operation of Industries	8	35,454 65	200 00	13,500 00	—	300 00	—	49,454 65
TOTALS	144	$533,319 00	$33,400 00	$364,400 00	$7,000 00	$2,000 00	$54,325 00	$994,444 00

MIDDLESEX COUNTY TRAINING SCHOOL

4–08–14

Youngsters who are adjudged habitual truants by the Boston Courts and other offenders against the school attenda laws are committed to the Middlesex County Training School for disciplinary training and instruction, as provided by General Laws. An average of 60 boys per year are sent to this institution.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommen by Mayo
Special Appropriations:					
Middlesex County Training School	$76,615 73	$106,977 81	$100,000 00	$115,000 00	$115,000

C — PROGRAM

Board and care of truants, based on an average of 60 boys and charge of $36.88 per week	$115,000

SUPREME JUDICIAL COURT

4–12–11

The Supreme Judicial Court is a state court which hears appeals from decisions of the Superior Court in civil and iminal cases. The salaries of the justices are paid by the Commonwealth, and the expenses of the Clerk of the Suffolk ounty sessions of the court are borne by the county.

The Clerk for the Supreme Judicial Court for Suffolk County attends sessions of the court, records proceedings, and s the care and custody of all records, books, and papers which are filed in his office. He issues orders of notices, writs, d subpoenas, furnishes certified copies of documents, and keeps a roll of attorneys for the entire state.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
–Personal Services	$78,500 28	$79,043 17	$76,891 00	$88,780 00	$88,000 00
–Contractual Services	705 54	13,425 00	13,350 00	30,425 00	25,200 00
–Supplies and Materials	1,302 35	1,395 00	1,150 00	1,500 00	1,350 00
–Current Charges and Obligations	96 50	100 00	100 00	100 00	100 00
–Equipment	664 50	300 00	200 00	1,200 00	200 00
Totals	$81,269 17	$94,263 17	$91,691 00	$122,005 00	$114,850 00

B — DEPARTMENTAL REVENUES

stimated departmental revenues for 1956 $2,000 00

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	$88,000 00	$25,200 00	$1,350 00	$100 00	$200 00	$114,850 00

ersonal Services: Clerk of Court and 2 Assistants, 5 Court Officers, Head Clerk, and 7 Clerical Employees.
ontractual Services: Telephone service, $150.00; servicing of office equipment, $50.00; master's and auditor's fees, $25,000.00.
upplies and Materials: Postage, $100.00; cards, forms, and stationery, $1,100.00; court officers' uniforms, $150.00.
urrent Charges and Obligations: Premiums on surety bonds, $100.00.
quipment: Library books, $200.00.

SUPERIOR COURT, GENERAL EXPENSES

4–12–12

The Superior Court is a state court consisting of a Chief Justice and 31 Associate Justices who are paid by the Co monwealth of Massachusetts. In Suffolk County the court sits daily in 15 civil, 3 criminal, 1 motion, and 1 pretrial sessio

The expenses of providing stenographic and confidential messenger service for the Suffolk County sessions of t court are borne by the City of Boston.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$81,925 98	$81,946 66	$88,178 00	$101,589 00	$101,589
2—Contractual Services	1,206 43	1,171 81	1,295 00	1,330 00	1,330
3—Supplies and Materials	1,350 05	1,345 74	1,325 00	1,335 00	1,335
5—Equipment	3,033 63	3,261 00	3,000 00	3,400 00	3,300
Totals	$87,516 09	$87,725 21	$93,798 00	$107,654 00	$107,554

B — DEPARTMENTAL REVENUES

Estimated departmental revenue for 1956 No

C — PROGRAM

1. PROVIDING STENOGRAPHIC, CLERICAL AND MESSENGER SERVICES FOR THE COURT

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
16	$101,589 00	$1,330 00	$1,335 00	$3,300 00	$107,554 00

Personal Services: 12 Court Stenographers, Messenger and Clerical Officer, Assistant Messenger, 2 Clerical Employees.
Contractual Services: Telephone service, $950.00; servicing of office machines, $50.00; religious services, $30.00; printing and binding, $300.
Supplies and Materials: Postage, forms, cards, and stationery, $1,300.00; wrapping paper and twine, $35.00.
Equipment: Library books, $3,300.00.

CLERK'S OFFICE, SUPERIOR COURT, CIVIL SESSION

4–12–13

The Clerk of the Court attends all sessions of the court; plans, controls, directs, and supervises the issuance, cording, docketing, and indexing of legal processes; has official custody of court records; keeps accounts of revenues llected; and issues summonses to witnesses.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
–Personal Services	$419,521 36	$416,210 59	$435,000 00	$465,951 00	$462,335 00
–Contractual Services	223,269 64	226,182 39	240,882 00	271,213 00	263,900 00
–Supplies and Materials	16,067 65	14,427 54	14,000 00	14,000 00	14,000 00
–Current Charges and Obligations	147 00	152 00	163 00	163 00	158 00
–Equipment	1,245 00	1,842 90	400 00	1,525 00	600 00
TOTALS	$660,250 65	$658,815 42	$690,445 00	$752,852 00	$740,993 00

B — DEPARTMENTAL REVENUES

stimated departmental revenues for 1956 $56,375 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services. eceives and enters all cases of the court, collects and accounts for fees, and prepares statistics of court activities. This ction prepares the budget, compiles the payrolls and requisitions, and issues supplies for both the civil and criminal ssions of the court. Prepares and distributes trial lists in all law cases; dockets all papers filed; prepares cases for trial; ters judgments and executions; records defaults; issues writs, precepts, notices, and depositions; arranges printing on ses appealed to the Supreme Judicial Court; and maintains indexes of court activity. Approximately 12,155 cases are tered annually. Issues all equity processes, restraining orders, and notices; records and dockets equity cases and papers ed; prepares daily motion list and notices relative to actions in motion session. Annually about 1,400 cases are entered, id 16,200 motions dealt with.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
98	$322,048 00	$4,300 00	$10,000 00	$37 50	$200 00	$336,585 50

ersonal Services: Performance under this program is divided among the following sections:
Administrative Section: Clerk of Court, Executive Secretary.
General Services: Head Clerk, 24 Clerical Employees.
Law Division: Head Clerk, 58 Clerical Employees.
Equity Division: Head Clerk, 11 Clerical Employees.
ontractual Services: Telephone service, $3,400.00; servicing of office equipment, $500.00; printing and binding, $400.00.
upplies and Materials: Postage, forms, cards, and stationery, $10,000.00.
urrent Charges and Obligations: Premium on surety bond, $37.50.
quipment: Metal document boxes, $200.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment and keep a record of its proceedings; make tabular reports of the ork of the court; and advise counsel, defendants, and the public relative to court practices, procedures, and the status cases.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	$140,287 00	$259,600 00	$4,000 00	$120 50	$400 00	$404,407 50

ersonal Services: First Assistant Clerk, Equity Clerk, 14 Assistant Clerks.
ontractual Services: Masters' and auditor's services, $20,000.00; stenographic services, $3,000.00; printing and binding, $1,600.00; jurors' compensation and expenses, $235,000.00.
upplies and Materials: Postage, forms, cards, and stationery, $4,000.00.
urrent Charges and Obligations: Premium on surety bonds, $120.50.
quipment: Library books, $400.

Clerk's Office, Superior Court, Civil Session — Continued

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	98	$322,048 00	$4,300 00	$10,000 00	$37 50	$200 00	$336,585
2. Conduct and Record Proceedings of Court	16	140,287 00	259,600 00	4,000 00	120 50	400 00	404,407
Totals	114	$462,335 00	$263,900 00	$14,000 00	$158 00	$600 00	$740,993

CRIMINAL SESSION, SUPERIOR COURT

4–12–14

The expenses of the Clerk of the Superior Criminal Court and the cost of certain activities of the District Attorney are provided for in this appropriation.

The Clerk of the Court attends all sessions of the court; issues records; indexes and dockets all legal process; advises counsel, defendants, and the public; and issues summonses to witnesses.

The District Attorney and permanent assistants are employees of the Commonwealth. The county provides special assistant district attorneys and office personnel who handle the preparation of indictments, the writing of briefs, the rendition of persons under indictment, and various investigation services.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
—Personal Services	$263,402 19	$280,412 21	$293,162 00	$365,650 00	$360,245 00
—Contractual Services	188,121 79	293,246 71	242,425 00	279,900 00	269,900 00
—Supplies and Materials	5,396 14	6,178 14	8,020 00	8,935 00	8,035 00
—Current Charges and Obligations	100 00	229 55	112 00	128 00	128 00
—Equipment	998 48	1,556 96	3,981 00	3,097 00	1,800 00
Totals	$458,018 60	$581,623 57	$547,700 00	$657,710 00	$640,108 00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956	$250 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, financial services. Prepares and indexes various lists and dockets, receives fees, fines, court costs, and bail. Prepares daily trial list, daily police officers' list. Completes court records of all procedures and disposition of all cases; and keeps statistics relating to the number of offences and their disposition.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
30	$126,253 00	$3,850 00	$4,635 00	$37 50	$300 00	$135,075 50

Personal Services: Performance under this program is divided among the following sections:
Administrative Section: Clerk of Court, First Assistant Clerk, Executive Secretary.
General Services Section: Head Clerk, Interpreter, 18 Clerical Employees.
Trial List and Commitments: Head Clerk, 2 Principal Clerks.
Dockets and Statistics: Head Clerk, 3 Clerical Employees.
Contractual Services: Telephone service, $150.00; servicing of office equipment, $200.00; printing bills of exception and appeal, $3,500.00.
Supplies and Materials: Cheesecloth, $25.00; postage, forms, cards, and stationery, $4,600.00; twine, chalk, and wrapping paper, $10.00.
Current Charges and Obligations: Premium on surety bond, $37.50.
Equipment: Library books, $300.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment, and keep a record of its proceedings; make tabular reports of the work of the court; advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
11	$94,050 00	$215,900 00	$450 00	$90 50	$310,490 50

Personal Services: 11 Assistant Clerks of Court.
Contractual Services: Transportation of jurors and prisoners, $3,400.00; experts, attorneys, and stenographers, $12,500.00; jurors' compensation and expenses, $132,000.00; transcripts of evidence, $6,000.00; witness fees, $60,000.00; services of venires, $2,000.00.
Supplies and Materials: Postage, forms, cards, and stationery, $450.00.
Current Charges and Obligations: Premium on surety bonds, $90.50.

Criminal Session, Superior Court — Continued

3. PREPARATION OF CASES FOR PROSECUTION

Assists in the preparation of cases for prosecution, prepares briefs, draws indictments resulting from Grand Jur action, and conducts special investigations.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
36	$139,942 00	$50,150 00	$2,950 00	$1,500 00	$194,542 00

Personal Services: Secretary and Chief Clerk, Chief Stenographer and Indictment Clerk, Head Administrative Clerk, 14 Legal Aides, and Clerical Employees.
Contractual Services: Telephone service, $6,250.00; servicing of office equipment, $100.00; transportation, rendition of prisoners a investigation of cases, $23,000.00; board and room for witnesses, $300.00; hire of experts, $20,000; printing briefs, $500.00.
Supplies and Materials: Postage, forms, cards, and stationery, $2,950.00.
Equipment: Library books, $1,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration and General Services	30	$126,253 00	$3,850 00	$4,635 00	$37 50	$300 00	$135,075
2. Conduct and Record Proceedings of Court	11	94,050 00	215,900 00	450 00	90 50	—	310,490
3. Preparation of Cases for Prosecution	36	139,942 00	50,150 00	2,950 00	—	1,500 00	194,542
Totals	77	$360,245 00	$269,900 00	$8,035 00	$128 00	$1,800 00	$640,108

MUNICIPAL COURT, CITY OF BOSTON

4–12–15

The Municipal Court of the City of Boston, downtown, has jurisdiction over an area of approximately 4.8 square les, containing a population of 131,112 persons. It has original jurisdiction over all crimes committed in the area except onies which carry a penalty of five years or more in State Prison. Its civil jurisdiction embraces all of Suffolk County.

A—BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
–Personal Services	$766,347 25	$758,009 70	$778,000 00	$918,875 75	$900,000 00
–Contractual Services	27,809 31	29,213 31	32,300 00	28,600 00	28,300 00
–Supplies and Materials	35,463 01	36,752 83	35,615 00	43,340 00	35,855 00
–Current Charges and Obligations	1,182 02	1,026 71	911 00	1,016 00	911 00
–Equipment	1,304 98	3,385 92	900 00	5,500 00	1,200 00
Totals	$832,106 57	$828,388 47	$847,726 00	$997,331 75	$966,266 00

B—DEPARTMENTAL REVENUES

timated revenues from fees, fines, etc., for 1956	$521,000 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Supervises and is responsible for the proper administration of the court; determines legal issues in the various proceedgs before the court and sentences convicted defendants to penal institutions or places them on probation. Opens and tends criminal and civil sessions of the court; maintains order and decorum in the court and assists in the commitment prisoners. Makes mental and physical examinations of individuals referred by probation officers, or the court, and obrves the mental and physical conditions of prisoners in the dock.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
37	$267,707 00	$1,475 00	$2,080 00	$50 00	$800 00	$272,112 00

rsonal Services: Performance under this program is divided among the following sections:
Justice Section: Chief Justice, 8 Associate Judges, Secretary to the Justices, Assistant Secretary to the Justices, 6 Special Justices.
Court Office Section: 2 Chief Court Officers, Assistant Chief Court Officer, 12 Court Officers, 2 Van Drivers.
Medical Section: Medical Director, Assistant Medical Director, Secretary.
ntractual Services: Telephone service, $900.00; servicing of office equipment, $425.00; laundry service, $50.00, binding of law books and dockets, $100.00.
pplies and Materials: Automotive supplies and materials, $300.00; household supplies and materials, $10.00; medicine and drugs, $100.00; postage, forms, cards, and stationary, $1,250.00; court officers' uniforms and supplies, $420.00.
rrent Charges and Obligations: Premiums on fidelity, surety, and forgery bonds, $50.00.
uipment: Library books, $700.00; medical and hospital equipment, $100.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Maintains a record of all criminal cases; prepares summonses and warrants; receives automobile parking violations m the Police Department; handles fines and bail deposits; answers inquiries regarding court procedures and the status cases; records the disposition of cases; is custodian of court records and files; prepares reports for the Supreme Court d Registry of Motor Vehicles; and processes general correspondence. Approximately 31,000 criminal cases are entered nually and 345,000 automobile parking violations; automobile fines collected total $3,000,000.00. Receives, dockets, d files 19,000 entries of civil cases, 2,100 small claims, and 3,400 supplementary processes; receives pleadings; issues sumonses, capias, default nonsuit, and other notices; and records findings in 1,800 trials, 4,200 motions, 13,000 judgments, 000 attachment applications, and 970 removals. This office receives all court fees in civil cases, collects statistics, and epares an annual report.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
69	$364,478 00	$20,675 00	$30,015 00	$400 00	$300 00	$415,868 00

Municipal Court, City of Boston — Continued

Personal Services: Performance under this program is divided among the following sections:
Criminal Division:
Administrative Section: Clerk of Court, Head Clerk.
General Services Section: First Assistant Clerk, Assistant Clerk, 2 Clerical Employees.
Pleading and Docket Rooms: 6 Assistant Clerks, 3 Clerical Employees.
Parking Tag Room: Assistant Clerk, Head Clerk, 13 Clerical Employees.
Civil Division:
Administrative Section: Clerk of Court, First Assistant Clerk, Executive Secretary.
General Services Section: 2 Assistant Clerks, 4 Deputy Assistant Clerks, 3 Head Clerks, 8 Clerical Employees.
Trials Section: Assistant Clerk, 2 Deputy Assistant Clerks, 4 Clerical Employees.
Supplementary Process Section: Assistant Clerk, Deputy Assistant Clerk, 2 Clerical Employees.
Small Claims Section: Assistant Clerk, Clerical Employee.
Contractual Services: Telephone service, $5,000.00; servicing of office equipment, $525.00; transportation of probation officers and prisone $300.00; advertising, $25.00; interpreters, $25.00; binding of law books and dockets, $200.00, witness fees, $14,600.00.
Supplies and Materials: Household supplies and materials, $15.00; postage, forms, cards, and stationery, $30,000.00.
Current Charges and Obligations: Meter mailing rentals, $100.00; premiums on fidelity, surety, and forgery bonds, $300.00.
Equipment: Library books, $300.00.

3. SUPERVISION OF PROBATIONERS

Interviews complainants and defendants in domestic relations cases and reports to the justice; interviews and relea or holds for court persons arrested for drunkenness; answers inquiries regarding probation matters; makes special investig tions as directed; and has general supervision of individuals placed on probation. This department collects and disbur monies received in nonsupport cases and furnishes telephone service for all sections of Municipal Court.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
49	$267,815 00	$6,150 00	$3,760 00	$461 00	$100 00	$278,286 00

Personal Services: Chief Probation Officer, First Assistant Probation Officer, Second Assistant Probation Officer, 2 Deputies, 23 Probat Officers, Investigator, Principal Clerk, Switchboard Operator, 18 Clerks.
Contractual Services: Telephone service, $3,100.00; servicing of office equipment, $50.00; transportation of probation officers and prisone $3,000.00.
Supplies and Materials: Postage, forms, cards, and stationery, $3,750.00; other supplies and materials, $10.00.
Current Charges and Obligations: Temporary aid for dependents, $200.00; dues and subscriptions, $45.00; premiums on fidelity, surc and forgery bonds, $216.00.
Equipment: Library books, $100.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Tota
1. Administration of Justice	37	$267,707 00	$1,475 00	$2,080 00	$50 00	$800 00	$272,112
2. Maintenance of General Court Activities and Records	69	364,478 00	20,675 00	30,015 00	400 00	300 00	415,868
3. Supervision of Probation	49	267,815 00	6,150 00	3,760 00	461 00	100 00	278,286
Totals	155	$900,000 00	$28,300 00	$35,855 00	$911 00	$1,200 00	$966,266

BOSTON JUVENILE COURT

4–12–16

The Boston Juvenile Court has jurisdiction within the same territorial limits as the Boston Municipal Court over all neglected, delinquent, and wayward children. It also has concurrent jurisdiction, with the Boston Municipal Court, over all adults who commit offences contributing to the delinquency of children under the age of seventeen, and hears and determines all cases against parents and guardians for neglect of minor children and for failure to have children attend school.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
—Personal Services	$81,503 00	$86,131 00	$94,207 64	$107,761 00	$102,417 00
—Contractual Services	4,742 00	5,526 00	5,300 00	6,028 00	5,793 00
—Supplies and Materials	1,533 00	1,445 00	1,700 00	1,700 00	1,500 00
—Current Charges and Obligations	273 00	260 00	289 00	328 00	328 00
—Equipment	310 00	153 00	250 00	1,191 00	250 00
TOTALS	$88,361 00	$93,515 00	$101,746 64	$117,008 00	$110,288 00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc.	$130 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

The Justice hears cases brought before the court and directs the administration and probationary work of the court. It is estimated there will be 1,250 cases heard in 1956, and these cases will involve a total of 4,800 judicial determinations, which are decisions and orders involving surrenders, continuances, change of custody, etc.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2	$17,283 00	$2,185 00	$105 00	$28 00	$85 00	$19,686 00

Personal Services: Justice, Court Officer, 2 Special Justices for simultaneous sessions and vacation supply.
Contractual Services: Telephone service, $135.00; attendance of justice at conferences, $500.00; witness fees, $1,550.00.
Supplies and Materials: Postage, forms, cards, and stationery, $105.00.
Current Charges and Obligations: Dues and subscriptions, $28.00.
Equipment: Library books, $85.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Deals with the granting and hearing of all complaints; determines executive and personnel policies; prepares daily court calendars and dockets; and performs other administrative functions. Transcribes and records proceedings; prepares budget estimates; compiles personnel records and statistical reports; requisitions and issues supplies and materials; and distributes information relative to the business of the court.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	$23,741 00	$433 00	$490 00	$70 00	$88 00	$24,822 00

Personal Services: Clerk, Assistant Clerk, Head Clerk, Principal Clerk, vacation supply for Clerk of Court, Assistant Clerk of Court, and Clerical Assistants.
Contractual Services: Telephone service, $9.00; servicing of office equipment, $24.00; binding of law books and dockets, $400.00.
Supplies and Materials: Postage, forms, cards, and stationery, $490.00.
Current Charges and Obligations: Dues and subscriptions, $70.00.
Equipment: Library books, $88.00.

Boston Juvenile Court — Continued

3. SUPERVISION OF PROBATIONERS

Attends court sessions; interviews children, parents, and others concerned in juvenile cases; investigates, supervise and visits probationers as ordered by the court; and makes permanent record of all its findings. It is estimated that th division will prepare 1,022 probation reports in 1956 and make approximately 71,500 visits to probationers, families, school etc., and that there will be approximately 1,423 children and 152 adults on probation during the year; that the departme will supervise approximately 168 children (representing 63 cases) who are brought before the court as "children in need care and protection," i.e., children neglected by their parents.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	$61,393 00	$3,175 00	$905 00	$230 00	$77 00	$65,780 00

Personal Services: Chief Probation Officer, Assistant Chief Probation Officer, 7 Probation Officers, 4 Clerks, vacation supply for Probatio Officers.
Contractual Services: Telephone service, $81.00; servicing of office equipment, $144.00; probation officers' expenses, $1,500.00; transportati of prisoners and neglected children, $1,400.00; medical services, $50.00.
Supplies and Materials: Postage, forms, cards, and stationery, $905.00.
Current Charges and Obligations: Dues and subscriptions, $160.00; premium on surety bonds, $70.00.
Equipment: Library books, $77.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	2	$17,283 00	$2,185 00	$105 00	$28 00	$85 00	$19,686
2. Maintenance of General Court Activities and Records	4	23,741 00	433 00	490 00	70 00	88 00	24,822
3. Supervision of Probationers	13	61,393 00	3,175 00	905 00	230 00	77 00	65,780
TOTALS	19	$102,417 00	$5,793 00	$1,500 00	$328 00	$250 00	$110,288

PROBATE COURT

4–12–17

The Probate Court has jurisdiction over the probating of wills, the granting of administration of estates, the ppointment of guardians and conservators, and the conduct of legal proceedings in connection with certain domestic ations cases, including divorce, annulment of marriage, separate maintenance, and the custody of children.

This appropriation covers the office expenses of the court in Suffolk County as well as the compensation of four cers of the court. The salaries of the Register of Probate and 48 office employees are paid by the Commonwealth.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
-Personal Services	$21,600 00	$21,475 18	$23,151 44	$28,907 00	$28,907 00
-Contractual Services	22,329 90	23,600 08	18,850 00	26,957 00	18,975 00
-Supplies and Materials	17,850 85	18,119 82	18,000 00	20,745 00	18,000 00
-Current Charges and Obligations	22 00	22 00	22 00	5 00	—
-Equipment	935 00	1,116 25	700 00	2,063 00	700 00
TOTALS	$62,737 75	$64,333 33	$60,723 44	$78,677 00	$66,582 00

B — DEPARTMENTAL REVENUES

Revenues of the Probate Court are deposited with the Commonwealth.

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
5	$28,907 00	$18,975 00	$18,000 00	$700 00	$66,582 00

rsonal Services: 3 Court Officers, a Permanent Officer, and a Messenger.
ntractual Services: Telephone service, $3,800.00; servicing office equipment, $75.00; travel expense, $100.00; cleaning office aprons and coats, $200.00; court stenographer service, $5,000.00; auditors', masters', and investigators' fees, $8,900.00; binding and repairing books and dockets, $900.00.
pplies and Materials: Postage, $1,500.00; cards, forms, and stationery, $11,500.00; parts for photostat machine, $50.00; court officers' uniforms, $130.00; photostat paper and supplies, $4,820.00.
uipment: Library books, $700.00.

COURT OFFICERS' DIVISION, SUPERIOR COURT

4–12–18

The court officers open and attend civil, criminal, and other sessions of the Superior Court in Suffolk County. Th maintain order and decorum in the courtroom, assist in the commitment of prisoners, serve summonses, and citations, a are responsible for the board and care of jurors and the proper accounting of expenses incurred when juries are orde locked up by the court.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayo
1—Personal Services	$328,736 04	$323,560 08	$328,480 00	$395,742 50	$384,580
2—Contractual Services	1,583 00	1,863 00	1,600 00	1,900 00	1,900
3—Supplies and Materials	8,269 48	12,060 66	9,268 00	16,350 00	13,350
4—Current Charges and Obligations	293 00	285 50	293 00	293 00	293
TOTALS	$338,881 52	$337,769 24	$339,641 00	$414,285 50	$400,123

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 None

C — PROGRAM

1. MAINTENANCE OF ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
61	$384,580 00	$1,900 00	$13,350 00	$293 00	$400,123 00

Personal Services: Chief Deputy Sheriff, Assistant Chief Deputy Sheriff, Deputy Sheriff, Jury Assembly Court Officer, Assistant Jury Assem Court Officer, and 56 Court Officers.
Contractual Services: Transportation of prisoners, $1,900.00.
Supplies and Materials: Meals for jurors, $12,000.00; stationery, $50.00; officers' uniforms, $1,300.00.
Current Charges and Obligations: Premiums on surety bonds, $293.00.

PROBATION DEPARTMENT, SUPERIOR COURT, CRIMINAL SESSION

4–12–19

The Probation Department prepares reports to aid the Justices in determining the advisability of placing convicted rsons on probation. They supervise the activities of persons placed on probation during the periods fixed by the Justices d supervise persons on parole after release.

A—BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
–Personal Services	$122,103 80	$127,500 00	$129,000 00	$151,016 00	$151,016 00
–Contractual Services	4,300 00	4,400 00	4,500 00	4,469 00	4,369 00
–Supplies and Materials	2,025 00	2,950 00	2,505 00	2,858 00	2,805 00
–Current Charges and Obligations	177 00	177 00	177 00	183 00	183 00
–Equipment	75 00	400 00	90 00	866 00	95 00
TOTALS	$128,680 80	$135,427 00	$136,272 00	$159,392 00	$158,468 00

B—DEPARTMENTAL REVENUES

stimated departmental revenues for 1956 None

C—PROGRAM

1. INVESTIGATION OF CASES AND SUPERVISION OF PROBATIONERS

Prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. upervises the activities of persons placed on probation during the periods fixed by the Justices as well as persons on parole fter release.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
29	$151,016 00	$4,369 00	$2,805 00	$183 00	$95 00	$158,468 00

ersonal Services: Performance under this program is divided among the following sections:
Administrative Section: Chief Probation Officer, Head Clerk.
General Services Section: Executive Secretary and 13 Clerical Employees.
Investigation and Supervision Section: Deputy Chief Probation Officer and 12 Probation Officers.
ontractual Services: Telephone and telegraph service, $2,000.00; repair and servicing of office equipment, $169.00; transportation of probation officers, $2,200.00.
upplies and Materials: Cheesecloth, $5.00; postage, forms, cards, and stationery, $2,800.00.
urrent Charges and Obligations: Premiums on surety bonds, $183.00.
quipment: Library books, $95.00.

MUNICIPAL COURT, CHARLESTOWN DISTRICT

4–12–21

The Municipal Court, Charlestown District, has jurisdiction over an area of approximately 1 square mile, containi a population of 31,302 persons. It has original jurisdiction over all crimes committed in the area, except felonies whi carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under sev teen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small clai summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following statistics: criminal cases, 6,400; juvenile, 140; civil, 3,000; sm claims, 1,800; automobile parking violations, 14,000; supplementary processes, 400; number committed, 1,000; number probations, 1,200.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$58,211 91	$58,050 47	$58,780 62	$66,088 88	$63,226
2—Contractual Services	2,690 96	2,899 20	3,000 00	3,171 00	3,146
3—Supplies and Materials	2,410 68	2,428 63	2,120 00	2,300 00	2,300
4—Current Charges and Obligations	106 50	106 50	125 00	107 00	107
5—Equipment	242 00	634 50	200 00	2,661 00	200
Totals	$63,662 05	$64,119 30	$64,225 62	$74,327 88	$68,979

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1956	$16,500

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determin the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenc by the court to various correctional institutions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	$19,415 00	$1,963 60	$50 00	$9 00	$200 00	$21,637 60

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions, during vacation of Presidi Justice, and while the latter is presiding over sessions of the Superior Court. Vacation supply for Court Officers.
Contractual Services: Telephone service, $100.00; transportation of prisoners, $1,860.00; towel service, $3.60.
Supplies and Materials: Postage, forms, cards, and stationery, $50.00.
Current Charges and Obligations: Premium on surety bonds, $9.00.
Equipment: Library books, $200.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assis Justices in conduct of court sessions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	$24,209 00	$539 00	$1,850 00	$37 50	$26,635 50

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 2 Clerical Assistants. Provision is made for vacation supply for the Clerk Court and Clerical Assistants.
Contractual Services: Telephone service, $400.00; servicing of office equipment, $45.00; towel service, $19.00; printing, binding, and rulin $75.00.
Supplies and Materials: Postage, forms, cards, and stationery, $1,850.00.
Current Charges and Obligations: Premium on surety bonds, $37.50.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information l data relative to defendants appearing before the court.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	$19,602 00	$643 40	$400 00	$60 50	$20,705 90

sonal Services: Chief Probation Officer, 2 Probation Officers, Clerical Assistant. Vacation supply for Chief Probation Officer.
ıtractual Services: Telephone service, $500.00; servicing of office equipment, $30.00; expenses of probation officers, $100.00; towel service, $13.40.
ɔplies and Materials: Postage, forms, cards, and stationery, $400.00.
rrent Charges and Obligations: Premium on surety bonds, $60.50.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice . . .	3	$19,415 00	$1,963 60	$50 00	$9 00	$200 00	$21,637 60
Maintenance of General Court Activities and Records	5	24,209 00	539 00	1,850 00	37 50	—	26,635 50
Supervision of Probationers . . .	4	19,602 00	643 40	400 00	60 50	—	20,705 90
TOTALS	12	$63,226 00	$3,146 00	$2,300 00	$107 00	$200 00	$68,979 00

EAST BOSTON DISTRICT COURT

4–12–22

The Municipal Court, East Boston District, has jurisdiction over an area of approximately 6 square miles, containi a population of 90,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies whi carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under sevente years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summa process, supplementary process, and other minor actions.

The business of the court is indicated in the following statistics: criminal cases, 3,000; juvenile, 400; civil, 1,0 small claims, 1,200; automobile parking violations, 12,000; supplementary process, 400; number committed, 250; numb of probations, 250.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$55,271 10	$56,848 29	$60,636 00	$62,964 56	$61,204
2—Contractual Services	2,661 31	2,822 48	2,891 00	3,111 00	2,951
3—Supplies and Materials	2,877 22	3,603 44	2,900 00	3,220 00	3,220
4—Current Charges and Obligations	90 50	88 50	97 00	92 00	92
5—Equipment	212 00	247 50	165 00	670 00	150
Totals	$61,112 13	$63,610 21	$66,689 00	$70,057 56	$67,617

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1956	$10,300

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determi the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenc by the court to various correctional institutions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	$16,862 00	$1,920 00	$120 00	$6 00	$150 00	$19,058 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presid Justice.
Contractual Services: Telephone service, $60.00; transportation of prisoners, $1,860.00.
Supplies and Materials: Court officers' uniforms, $120.00.
Current Charges and Obligations: Premium on surety bonds, $6.00.
Equipment: Library books, $150.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars, and assi Justices in conduct of court sessions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	$26,116 00	$401 00	$2,850 00	$44 00	$29,411 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 3 Clerical Assistants. Provision is made for vacation supply for the Cler Court.
Contractual Services: Telephone service, $360.00; servicing of office equipment, $41.00.
Supplies and Materials: Postage, forms, cards, and stationery, $2,850.00.
Current Charges and Obligations: Premium on surety bonds, $44.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information data relative to defendants appearing before the court.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	$18,226 00	$630 00	$250 00	$42 00	$19,148 00

sonal Services: Chief Probation Officer, 2 Probation Officers, Clerical Assistant.
ıtractual Services: Telephone service, $360.00; servicing of office equipment, $30.00; expenses of probation officers, $240.00.
›plies and Materials: Postage, forms, cards, and stationery, $250.00.
rrent Charges and Obligations: Premium on surety bonds, $42.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	$16,862 00	$1,920 00	$120 00	$6 00	$150 00	$19,058 00
Maintenance of General Court Activities and Records	6	26,116 00	401 00	2,850 00	44 00	—	29,411 00
Supervision of Probationers	4	18,226 00	630 00	250 00	42 00	—	19,148 00
TOTALS	13	$61,204 00	$2,951 00	$3,220 00	$92 00	$150 00	$67,617 00

MUNICIPAL COURT, SOUTH BOSTON DISTRICT

4–12–23

The Municipal Court, South Boston District, has jurisdiction over an area of approximately 2,359 square mile containing a population of 58,526 persons. It has original jurisdiction over all crimes committed in the area, except felonie which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors und seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claim summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 18,000; juvenile, 15 civil, 800; small claims, 800; automobile parking violations, 20,000; supplementary process, 400; number of persons com mitted, 800; and number of persons on probation during year, 400.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommend by Mayor
1—Personal Services	$61,612 81	$61,630 45	$64,195 50	$64,959 53	$64,257 (
2—Contractual Services	2,435 63	2,529 49	2,924 00	3,433 50	3,433 (
3—Supplies and Materials	1,713 21	1,713 11	1,700 00	1,910 00	1,810 (
4—Current Charges and Obligations	190 50	186 00	187 00	236 50	187 (
5—Equipment	426 00	313 90	163 00	2,060 00	183 (
Totals	$66,378 15	$66,372 95	$69,169 50	$72,599 53	$69,870 (

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc.	$20,400 (

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and dete mines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisone sentenced by the court to various correctional institutions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	$18,582 00	$1,860 00	$110 00	$32 50	$20,584 50

Personal Services: Justice, 2 Court Officers. Services of Special Justices at simultaneous sessions and during vacation of Presiding Justice.
Contractual Services: Transportation of prisoners, $1,860.00.
Supplies and Materials: Uniforms for court officers, $110.00.
Current Charges and Obligations: Premium on surety bonds and rental of water cooler, $32.50.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assis Justices in conduct of court sessions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	$21,178 00	$570 00	$890 00	$72 50	$95 00	$22,805 50

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, Principal Clerk, and vacation supply for Clerk of Court and Clerical Assistan
Contractual Services: Telephone service, $435.00; servicing of office equipment, $35.00; binding of permanent records, $100.00.
Supplies and Materials: Postage, forms, cards, and stationery, $890.00.
Current Charges and Obligations: Premium on surety bond and rental of water cooler, $72.50.
Equipment: Library books, $95.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information data relative to defendants appearing before the court.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	$24,497 00	$1,003 00	$810 00	$82 00	$88 00	$26,480 00

sonal Services: Chief Probation Officer, 3 Probation Officers, and Clerical Assistant.
tractual Services: Telephone service, $465.00; servicing of office equipment, $38.00; transportation of probation officers, $500.00.
plies and Materials: Postage, forms, cards, and stationery, $810.00.
rent Charges and Obligations: Rentals, $34.00; premium on surety bonds, $48.00.
ipment: Library books, $88.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
dministration of Justice	3	$18,582 00	$1,860 00	$110 00	$32 50	—	$20,584 50
Maintenance of General Court Activities and Records	4	21,178 00	570 00	890 00	72 50	$95 00	22,805 50
upervision of Probationers	5	24,497 00	1,003 00	810 00	82 00	88 00	26,480 00
Totals	12	$64,257 00	$3,433 00	$1,810 00	$187 00	$183 00	$69,870 00

MUNICIPAL COURT, DORCHESTER DISTRICT

4–12–24

The Municipal Court, Dorchester District, has jurisdiction over an area of approximately 14 square miles, containi a population of 280,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies whi carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seve teen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small clain summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics; criminal cases, 6,000; juvenile, 400; civ 2,700; small claims, 2,700; automobile parking violations, 30,000; supplementary processes, 1,850; number of persons co mitted, 350; number of persons on probation, 500.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$92,682 25	$96,410 36	$97,449 00	$104,743 47	$103,775
2—Contractual Services	4,003 97	4,308 16	3,885 00	3,835 00	3,835
3—Supplies and Materials	3,483 98	3,381 42	2,560 00	2,570 00	2,560
4—Current Charges and Obligations	191 00	175 50	176 00	176 00	176
5—Equipment	596 45	1,188 86	200 00	440 00	200
TOTALS	$100,957 65	$105,464 30	$104,270 00	$111,764 47	$110,546

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc.	$31,600

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determin the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenc by the court to various correctional institutions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	$28,133 00	$1,220 00	$60 00	$46 00	$200 00	$29,659 00

Personal Services: Justice, 3 Court Officers. Services of Special Justices for simultaneous sessions, and during vacations of Presiding Justi
Contractual Services: Telephone service, $200.00; transportation of prisoners, $1,000.00; towel service, $20.00.
Supplies and Materials: Court officer's uniform, $60.00.
Current Charges and Obligations: Premium on surety bonds, $26.00; rental of water cooler, $20.00.
Equipment: Library books, $200.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assi justices in conduct of court sessions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
11	$49,362 70	$670 00	$1,500 00	$57 50	$51,590 20

Personal Services: Clerk of Court, 3 Assistant Clerks of Court, Head Clerk, 6 Clerical Assistants, and vacation supply for Clerk and Assistan
Contractual Services: Telephone service, $600.00; servicing of office equipment, $50.00; towel service, $20.00.
Supplies and Materials: Postage, forms, cards and stationery, $1,500.00.
Current Charges and Obligations: Premium on Surety Bond, $37.50; rental of water cooler, $20.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information nd data relative to defendants appearing before the court.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	$26,279 30	$1,945 00	$1,000 00	$72 50	$29,296 80

ersonal Services: Chief Probation Officer, 3 Probation Officers, Clerical Assistant, and vacation supply for Chief Probation Officer.
ontractual Services: Telephone service, $700.00; servicing of office equipment, $25.00; transportation of probation officers, $1,200.00; towel service, $20.00.
upplies and Materials: Postage, forms, cards, and stationery, $1,000.00.
urrent Charges and Obligations: Premium on surety bonds, $52.50; rental of water cooler, $20.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
. Administration of Justice	4	$28,133 00	$1,220 00	$60 00	$46 00	$200 00	$29,659 00
. Maintenance of General Court Activities and Records	11	49,362 70	670 00	1,500 00	57 50	—	51,590 20
. Supervision of Probationers	5	26,279 30	1,945 00	1,000 00	72 50	—	29,296 80
TOTALS	20	$103,775 00	$3,835 00	$2,560 00	$176 00	$200 00	$110,546 00

MUNICIPAL COURT, ROXBURY DISTRICT

4–12–25

The Municipal Court, Roxbury District, has jurisdiction over an area of approximately 9 square miles, containing a population of 225,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 19,500; juvenile, 1,200; civil, 2,123; small claims, 2,402; automobile parking violations, 103,000; supplementary processes, 869; number of persons committed, 1,650; number of persons on probation, 2,100.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
1—Personal Services	$214,926 92	$220,473 09	$230,657 97	$258,753 38	$258,373 00
2—Contractual Services	13,169 30	12,593 22	11,000 00	11,356 00	11,100 00
3—Supplies and Materials	11,521 92	12,072 00	8,620 00	11,300 00	11,120 00
4—Current Charges and Obligations	399 00	387 40	405 00	421 50	418 00
5—Equipment	982 00	1,128 75	300 00	1,397 50	300 00
TOTALS	$240,999 14	$246,654 46	$250,982 97	$283,228 38	$281,311 00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc.	$70,500 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	$56,169 00	$5,430 00	$520 00	$27 50	$300 00	$62,446 50

Personal Services: 2 full-time Justices, 6 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.
Contractual Services: Telephone service, $860.00; transportation of prisoners, $4,550.00; towel service, $20.00.
Supplies and Materials: Postage, forms, cards, and stationery, $400.00; 2 uniforms for court officers, $120.00.
Current Charges and Obligations: Premium on surety bonds, $27.50.
Equipment: Library books, $300.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
21	$88,233 00	$1,910 00	$6,200 00	$110 00	$96,453 00

Personal Services: Clerk of Court, 4 Assistant Clerks of Court, 2 Head Clerks, 3 Principal Clerks, Cashier, 9 Clerical Assistants, and Switchboard Operator.
Contractual Services: Telephone service, $1,720.00; servicing of office equipment, $150.00; towel service, $40.00.
Supplies and Materials: Postage, forms, cards, and stationery, $6,200.00.
Current Charges and Obligations: Rental of water cooler, $48.00; premium on surety bonds, $62.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information nd data relative to defendants appearing before the court.

Personal Services		Contractual	Supplies	Current	
No.	Amount	Services	Materials	Charges	Total
24	$113,971 00	$3,760 00	$4,400 00	$280 50	$122,411 50

ersonal Services: Chief Probation Officer, Assistant Chief Probation Officer, 13 Probation Officers, 3 Principal Clerks, and 6 Clerical Assistants.
ontractual Services: Telephone service, $1,720.00; servicing of office equipment, $150.00; expenses of probation officers, $1,850.00; towel service, $40.00.
upplies and Materials: Postage, forms, cards, and stationery, $4,400.00.
urrent Charges and Obligations: Rental of water cooler, $48.00; premium on surety bonds, $232.50.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
. Administration of Justice	8	$56,169 00	$5,430 00	$520 00	$27 50	$300 00	$62,446 50
. Maintenance of General Court Activities and Records	21	88,233 00	1,910 00	6,200 00	110 00	—	96,453 00
. Supervision of Probationers	24	113,971 00	3,760 00	4,400 00	280 50	—	122,411 50
TOTALS	53	$258,373 00	$11,100 00	$11,120 00	$418 00	$300 00	$281,311 00

MUNICIPAL COURT, WEST ROXBURY DISTRICT

4–12–26

The Municipal Court, West Roxbury District, has jurisdiction over an area of approximately 17 square mile containing a population of 145,000 persons. It has original jurisdiction over all crimes committed in the area, excep felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning mino under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevin small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 4,000; juvenile, 270; civi 900; small claims, 1,600; automobile parking violations, 11,000; supplementary processes, 560; number of persons com mitted, 320; and number of persons on probation during year, 250.

A—BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
1—Personal Services	$69,251 37	$73,946 99	$76,322 00	$81,069 62	$79,916 (
2—Contractual Services	2,855 54	3,348 10	3,097 00	3,282 00	3,122 (
3—Supplies and Materials	2,186 52	2,327 94	2,195 00	2,300 00	2,300 (
4—Current Charges and Obligations	93 00	110 50	115 00	115 00	110 (
5—Equipment	391 30	342 00	300 00	540 00	200 (
Totals	$74,777 73	$80,075 53	$82,029 00	$87,306 62	$85,648 (

B—DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1956 $17,500 (

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, a determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisone sentenced by the court to various correctional institutions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	$23,861 00	$877 20	$115 00	$10 00	$120 00	$24,983 20

Personal Services: Justice, 3 Court Officers. Services of Special Justices at simultaneous sessions, during vacation of Presiding Justice, and wh the latter is presiding over sessions of the Superior Court.
Contractual Services: Telephone service, $70.00; transportation of prisoners, $800.00; towel service, $7.20.
Supplies and Materials: Postage, forms, cards and stationery, $115.00.
Current Charges and Obligations: Premium on surety bonds, $10.00.
Equipment: Library books, $120.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assi Justices in conduct of court sessions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	$31,711 00	$998 20	$1,840 00	$50 00	$60 00	$34,659 20

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 2 Principal Clerks, 2 Clerical Assistants, and vacation supply for Clerk Court.
Contractual Services: Telephone service, $910.00; servicing of office equipment, $45.00; towel service, $43.20.
Supplies and Materials: Postage, forms, cards, and stationery, $1,840.00.
Current Charges and Obligations: Premium on surety bonds, $50.00.
Equipment: Library books, $60.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information nd data relative to defendants appearing before the court.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	$24,344 00	$1,246 60	$345 00	$50 00	$20 00	$26,005 60

rsonal Services: Chief Probation Officer, 2 Probation Officers, 2 Clerical Assistants, and vacation relief for Chief Probation Officer.
ntractual Services: Telephone service, $420.00; servicing of office equipment, $5.00; expenses of probation officers, $800.00; towel service, $21.60.
pplies and Materials: Postage, forms, cards, and stationery, $345.00.
rrent Charges and Obligations: Premium on surety bonds, $50.00.
uipment: Library books, $20.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	4	$23,861 00	$877 20	$115 00	$10 00	$120 00	$24,983 20
Maintenance of General Court Activities and Records	7	31,711 00	998 20	1,840 00	50 00	60 00	34,659 20
Supervision of Probationers	5	24,344 00	1,246 60	345 00	50 00	20 00	26,005 60
TOTALS	16	$79,916 00	$3,122 00	$2,300 00	$110 00	$200 00	$85,648 00

MUNICIPAL COURT, BRIGHTON DISTRICT

4–12–27

The Municipal Court, Brighton District, has jurisdiction over an area of approximately 5 square miles, containing population of 85,000 persons. It has original jurisdiction over all crimes committed in the areas, except felonies which car a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen yea of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summa process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 4,700; juvenile, 180; civ 850; small claims, 1,200; auto parking violations, 25,000; supplementary process, 400; number of persons committed, 25 number of persons on probation during year, 675.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
1—Personal Services	$45,466 59	$46,784 65	$49,329 00	$52,297 45	$50,727
2—Contractual Services	1,716 22	1,629 31	1,625 00	1,925 00	1,625
3—Supplies and Materials	2,910 37	3,433 34	3,725 00	3,550 00	3,425
4—Current Charges and Obligations	85 50	85 50	86 00	86 00	86
5—Equipment	616 00	630 00	1,120 00	1,548 00	400
TOTALS	$50,794 68	$52,562 80	$55,885 00	$59,406 45	$56,263

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc.	$36,100

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determi the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenc by the court to various correctional institutions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
2	$15,899 00	$699 00	$161 00	$400 00	$17,159 00

Personal Services: Justice, Court Officer, Services of Special Justice at simultaneous sessions, during vacation of Presiding Justice, and w the latter is presiding over sessions at the Superior Court.
Contractual Services: Telephone service, $180.00; servicing of office equipment, $15.00; transportation of prisoners, $504.00.
Supplies and Materials: Food for prisoners, $25.00; postage, forms, cards, and stationery, $136.00.
Equipment: Library books, $400.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assi justices in conduct of court sessions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	$20,541 00	$270 00	$1,802 00	$38 00	$22,651 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, Clerical Assistant, and vacation supply for Clerk of Court.
Contractual Services: Telephone service, $240.00; servicing of office equipment, $130.00.
Supplies and Materials: Postage, forms, cards, and stationery, $1,802.00.
Current Charges and Obligations: Premium on surety bonds, $38.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	$14,287 00	$656 00	$1,462 00	$48 00	$16,453 00

Personal Services: 2 Probation Officers, Clerical Assistant, and vacation supply for Probation Officers.
Contractual Services: Telephone service, $330.00; servicing of office equipment, $30.00; transportation of probation officers, $296.00.
Supplies and Materials: Postage, forms, cards, and stationery, $1,462.00.
Current Charges and Obligations: Premium on surety bonds, $48.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	2	$15,899 00	$699 00	$161 00	—	$400 00	$17,159 00
Maintenance of General Court Activities and Records	4	20,541 00	270 00	1,802 00	$38 00	—	22,651 00
Supervision of Probationers	3	14,287 00	656 00	1,462 00	48 00	—	16,453 00
TOTALS	9	$50,727 00	$1,625 00	$3,425 00	$86 00	$400 00	$56,263 00

DISTRICT COURT OF CHELSEA

4–12–28

The District Court of Chelsea has jurisdiction over an area of approximately 8.2 square miles, containing a populatio of 75,675 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalt of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of ag It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary proces supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 4,000; juvenile, 200; civi 1,400; small claims, 1,300; automobile parking violations, 8,500; supplementary process, 600; number of persons committe 100; and number of persons on probation during year, 825.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommende by Mayor
1—Personal Services	$67,335 17	$68,730 53	$68,198 35	$72,568 00	$71,214 0
2—Contractual Services	2,253 93	2,410 47	2,030 00	2,205 00	2,105 0
3—Supplies and Materials	3,642 12	3,266 20	2,900 00	3,430 00	3,365 0
4—Current Charges and Obligations	114 50	114 50	115 00	115 00	110 0
5—Equipment	377 00	301 50	175 00	9,255 00	175 0
TOTALS	$73,722 72	$74,823 20	$73,418 35	$87,573 00	$76,969 0

B — DEPARTMENTAL REVENUES

Estimated revenue from fees, fines, etc., for 1956 $15,700 0

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determine the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentence by the court to various correctional institutions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
3	$19,203 00	$530 .00	$100 00	$145 00	$19,978 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presidin Justice.
Contractual Services: Telephone service, $100.00; electricity, $100.00; transportation of prisoners, $325.00; towel service, $5.00.
Supplies and Materials: Cleaning and custodial supplies, $35.00; court officer's uniform, $65.00.
Equipment: Library books, $145.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assist Justices in conduct of court sessions.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	$28,269 00	$825 00	$2,030 00	$38 00	$30 00	$31,192 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 3 Clerical Assistants, Janitor, vacation supply for Clerk.
Contractual Services: Telephone service, $400.00; electricity, $150.00; servicing of equipment, $50.00; binding and printing of dockets, $200.0 towel service, $25.00.
Supplies and Materials: Cleaning and custodial supplies, $30.00; postage, forms, cards, and stationery, $2,000.00.
Current Charges and Obligations: Premium on surety bond, $38.00.
Equipment: Library books, $30.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information d data relative to defendants appearing before the court.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	$23,742 00	$750 00	$1,235 00	$72 00	$25,799 00

rsonal Services: Chief Probation Officer, 2 Probation Officers, 2 Clerical Assistants.
ntractual Services: Telephone service, $350.00; electricity, $200.00; servicing of office equipment, $50.00; expenses of probation officers, $125.00; towel service, $25.00.
pplies and Materials: Cleaning and custodial supplies, $35.00; postage, forms, cards, and stationery, $1,200.00.
rrent Charges and Obligations: Premium on surety bonds, $72.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	$19,203 00	$530 00	$100 00	—	$145 00	$19,978 00
Maintenance of General Court Activities and Records	7	28,269 00	825 00	2,030 00	$38 00	30 00	31,192 00
Supervision of Probationers	5	23,742 00	750 00	1,235 00	72 00	—	25,799 00
TOTALS	15	$71,214 00	$2,105 00	$3,365 00	$110 00	$175 00	$76,969 00

MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4–12–31

The Medical Examiner for the Northern Division is responsible for the investigation of all violent and unexplai deaths and all deaths thought to be due to virulent contagious diseases occurring in the northern section of the cour including Chelsea, Revere, and Winthrop. He is required to conduct autopsies whenever necessary and to give exp testimony before the Grand Jury and the various courts. A mortuary is maintained for the bodies of deceased pers committed to his care.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommen by Mayor
1—Personal Services	$35,671 04	$36,031 94	$36,759 00	$40,701 00	$40,700
2—Contractual Services	2,862 98	3,314 11	3,670 00	4,821 00	3,600
3—Supplies and Materials	1,205 26	1,406 92	1,525 00	2,095 00	1,650
5—Equipment	165 76	313 00	240 00	2,820 00	260
TOTALS	$39,905 04	$41,065 97	$42,194 00	$50,437 00	$46,210

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 Non

C — PROGRAMS

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death, and maintenance of departmental records and files.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
4	$21,832 00	$3,000 00	$780 00	$170 00	$25,782 00

Personal Services: Medical Examiner, 3 Clerical Employees.
Contractual Services: Telephone service, $1,100.00; repairing and servicing of equipment, $100.00; travel expenses, $1,800.00.
Supplies and Materials: Laboratory supplies, $100.00; postage, $30.00; general operating supplies, $125.00; surgeons' gowns and apr $75.00; forms, cards, and stationery, $450.00.
Equipment: Library books, $170.00.

2. OPERATION OF THE MORTUARY FOR CARE AND DISPOSITION OF BODIES OF DECEASED PERSONS

Responsible for receipt, care, and disposition of the bodies of deceased persons committed to the mortuary and ma tenance of pertinent records. During the year 1955, 1,670 bodies were received.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
5	$18,868 00	$600 00	$870 00	$90 00	$20,428 00

Personal Services: 2 Supervising Mortuary Attendants, 3 Mortuary Attendants.
Contractual Services: Telephone service, $300.00; repairs and servicing of equipment, $250.00; freight and express charges, $50.00.
Supplies and Materials: Automotive supplies and materials, $325.00; chemical, laundry, and custodial supplies, $300.00; sheets, blank and towels, $200.00; postage, $20.00; miscellaneous supplies, $25.00.
Equipment: Replacement of stretcher, $90.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Tota
1. Determination of Cause and Manner of Death	4	$21,832 00	$3,000 00	$780 00	$170 00	$25,782
2. Operation of the Mortuary for Care and Disposition of Bodies of Deceased Persons	5	18,868 00	600 00	870 00	90 00	20,428
TOTALS	9	$40,700 00	$3,600 00	$1,650 00	$260 00	$46,210

MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4–12–32

The Medical Examiner for the Southern Division is responsible for the investigation of all violent and unexplained ths, all deaths thought to be related to employment, and all deaths thought to be due to virulent contagious diseases urring in the southern section of the county. The Medical Examiner is required to conduct autopsies whenever nec- ary and to give expert testimony before the Grand Jury and the various courts.

Cases investigated annually total about 1,500, and 275 autopsies are made.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
Personal Services	$21,351 84	$21,351 84	$21,461 00	$24,461 00	$24,461 00
Contractual Services	3,959 87	3,388 97	4,060 00	3,930 00	3,900 00
Supplies and Materials	906 30	1,066 46	942 00	938 00	928 00
Current Charges and Obligations	178 50	178 50	179 00	179 00	179 00
Equipment	—	—	—	25 00	25 00
TOTALS	$26,396 51	$25,985 77	$26,642 00	$29,533 00	$29,493 00

B — DEPARTMENTAL REVENUES

timated departmental revenues for 1956 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death; and the intenance of departmental records and files.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	$24,461 00	$3,900 00	$928 00	$179 00	$25 00	$29,493 00

rsonal Services: Medical Examiner, Secretary, 3 Clerical Assistants.
ntractual Services: Telephone service, $800.00; servicing of office equipment, $100.00; freight and express charges, $2,000.00; witness fees for autopsies, $1,000.00.
pplies and Materials: Automotive supplies, $328.00; laboratory supplies, $200.00; postage, forms, cards, and stationery, $300.00; general operating supplies and materials, $100.00.
rrent Charges and Obligations: Rentals, $171.00; premium on surety bonds, $8.00.
uipment: Library books, $25.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4–12–33

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the du and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggreg from the associates in each year.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommen by Mayo
1—Personal Services	$2,879 60	$2,839 60	$2,800 00	$3,920 00	$3,920
2—Contractual Services	546 00	833 00	750 00	930 00	930
3—Supplies and Materials	25 00	55 75	60 00	80 00	80
4—Current Charges and Obligations	7 50	7 50	8 00	8 00	8
Totals	$3,458 10	$3,735 85	$3,618 00	$4,938 00	$4,938

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 Non

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	$3,920 00	$930 00	$80 00	$8 00	$4,938 00

Personal Services: Associate Medical Examiner; Temporary Employee, $420.00.
Contractual Services: Telephone service, $30.00; allowance for use of personal automobile, $300.00; transporting bodies to mortuary, $300 witness fees, $300.00.
Supplies and Materials: Laboratory supplies, $20.00; postage and office supplies, $60.00.
Current Charges and Obligations: Premium on surety bond, $8.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4–12–34

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties d have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate om the associates in each year.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
—Personal Services	$2,999 60	$3,099 60	$2,800 00	$3,920 00	$3,920 00
—Contractual Services	500 50	330 00	605 00	730 00	730 00
—Supplies and Materials	37 20	24 50	45 00	80 00	80 00
—Current Charges and Obligations	7 50	7 50	8 00	8 00	8 00
—Equipment	—	—	—	—	—
TOTALS	$3,544 80	$3,461 60	$3,458 00	$4,738 00	$4,738 00

B — DEPARTMENTAL REVENUES

stimated departmental revenues for 1956 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	$3,920 00	$730 00	$80 00	$8 00	$4,738 00

ersonal Services: Associate Medical Examiner, Temporary Employee.
ontractual Services: Telephone service, $30.00; allowance for use of personal automobile, $300.00; transporting bodies to mortuary, $200; witness fees, $200.00.
upplies and Materials: Laboratory supplies, $20.00; postage, forms, cards and stationery, $60.00.
urrent Charges and Obligations: Premium on surety bond, $8.00.

SOCIAL LAW LIBRARY

4–12–41

The General Laws permit the city to pay to the Proprietors of the Social Law Library such sums as may be du appropriated. These amounts must be used to purchase books and maintain the library. The library is located in t Suffolk County Court House and provides library service to attorneys and others.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
3—Supplies and Materials . . .	$2,000 00	$2,000 00	$2,000 00	$2,000 00	$2,000

C — PROGRAM

1. ASSISTANCE TO LEGAL LIBRARY SERVICE

Supplies and Materials: Allowance for purchase of law books, $2,000.00.

MENTAL ILLNESS

4–12–42

Before an order of commitment may be issued by a judge of the Probate Court, the General Laws provide that there ıst be submitted certificates by two properly qualified physicians indicating that, as a result of an examination conducted them, they find the individual mentally ill. The payment of fees and mileage allowances to physicians, experts, and tnesses is provided for by this appropriation.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
–Contractual Services . . .	$55,096 50	$52,325 47	$56,000 00	$49,875 00	$49,875 00
–Supplies and Materials . . .	201 97	281 32	125 00	125 00	125 00
Totals	$55,298 47	$52,606 79	$56,125 00	$50,000 00	$50,000 00

C — PROGRAM

1. EXAMINATION AND COMMITMENT OF MENTALLY ILL

Contractual Services	Supplies Materials	Total
$49,875 00	$125 00	$50,000 00

ntractual Services: Telephone service, $100.00; transportation expenses for doctors and commitment officers, $15,000.00; fees paid to doctors, experts, and witnesses for services, $34,775.00.

pplies and Materials: Postage, forms, cards, and stationery, $125.00.

PENSIONS AND ANNUITIES — COUNTY

4–13–75

Payments to retired officials and employees who were not members of the contributory pension systems are covered this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major county agencies is given in the following tabulation:

House of Correction	$65,000 00
County Jail	6,500 00
Superior Court	6,070 00
County Court House	9,200 00
Registry of Deeds	1,530 00
Municipal Court of the City of Boston	37,700 00
Municipal District Courts	46,000 00
TOTAL	$172,000 00

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommend by Mayor
Special Appropriation:					
Pensions and Annuities—County	$140,434 94	$160,113 89	$170,000 00	$172,000 00	$172,000

COMPENSATION PLAN AMENDMENTS

4–01–97

It is proposed to amend the rules for administering the pay schedule so as to shorten the periods of service present required for advancement to rates set forth in columns V and VI of the pay schedule.

A — BUDGET SUMMARY

Group	Recommend by Mayor
Special Appropriation:	
Compensation Plan Amendments	$17,500

INCOME DEPARTMENT BUDGETS
SUPPORTING DETAIL

COLLECTING DIVISION, TREASURY DEPARTMENT (Water Service)

1–01–37

Mails bills each quarter for water consumed in various properties throughout the city, receives payments, and intains financial records.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
-Personal Services	$162,006 59	$158,228 77	$119,575 00	$125,579 00	$119,300 00
-Contractual Services	6,716 81	7,234 56	200 00	2,166 00	2,100 00
-Supplies and Materials	16,598 91	16,689 95	8,225 00	9,115 00	9,070 00
-Current Charges and Obligations	2,134 75	3,640 21	2,000 00	1,725 00	1,725 00
-Equipment	210 00	228 00	—	—	—
TOTALS	$187,667 06	$186,021 49	$130,000 00	$138,585 00	$132,195 00

B — DEPARTMENTAL REVENUES

(Water revenues are shown in the Water Service Section of the budget.)

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; processes water liens, releases, and abatements; adds unpaid water ls to taxes; prepares reports of collections.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	$29,000 00	$750 00	$6,500 00	$1,000 00	$37,250 00

rsonal Services: Assistant Collector-Treasurer, Head Clerk, Water Lien Supervisor, and 3 Clerical Employees. Overtime: Auditing project, $1,000.00.
ntractual Services: Repair and maintenance of office machines, $100.00; advertising in *City Record*, $650.00.
pplies and Materials: Postage, $6,500.00.
rrent Charges and Obligations: Premium on surety bond, $1,000.00.

2. COLLECTION OF WATER CHARGES

Prepares for mailing all water bills, demands, and delinquent notices; receives and gives receipts for monies paid; bulates, balances, and prepares daily cash records and prepares daily reports of tellers' receipts.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
21	$90,300 00	$1,350 00	$2,570 00	$725 00	$94,945 00

rsonal Services: Performance under this program is divided among the following sections:
Accounting Section: Accountant and Principal Account Clerk.
Deputies Section: 12 Deputy Collectors.
Tellers Section: 3 Tellers.
Tabulating Section: Senior Accountant and 2 Statistical Machine Operators.
Central Mailing Section: Principal Clerk.
Temporary Employees: 3 Statistical Machine Operators for 10 weeks during annual tax rush, $1,300.00. Overtime: Auditing project, $2,000.00.
ntractual Services: Repair and maintenance of office machines, $500.00; advertising in *City Record*, $670.00; printing and binding, $180.00.
pplies and Materials: Water bill envelopes, $1,200; cards, forms, and stationery, $1,300.00; microfilm and Recordak spools, $70.00.
rrent Charges and Obligations: Premiums on surety bonds, $725.00.

Collecting Division, Treasury Department (Water Service) — Continued

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Tot
1. Administrative and General Services	6	$29,000 00	$750 00	$6,500 00	$1,000 00	$37,250
2. Collection of Water Charges	21	90,300 00	1,350 00	2,570 00	725 00	94,945
Totals	27	$119,300 00	$2,100 00	$9,070 00	$1,725 00	$132,195

AUTOMOTIVE DIVISION, PUBLIC WORKS DEPARTMENT (Water Service)

1–03–52

This appropriation provides for the maintenance and repair of automotive equipment for the Water Service, cluding 11 passenger cars, 53 trucks, a crane, trailers, etc.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommen by Mayo
1—Personal Services	$43,200 85	$43,550 65	$43,543 00	$44,045 00	$44,000
2—Contractual Services	—	—	—	6,000 00	6,000
3—Supplies and Materials	—	—	—	26,367 00	26,000
4—Current Charges and Obligations	—	—	—	2,250 00	2,200
5—Equipment	—	—	—	13,360 00	13,000
Totals	$43,200 85	$43,550 65	$43,543 00	$92,022 00	$91,200

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1956 N

C — PROGRAM

1. MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	$44,000 00	$6,000 00	$26,000 00	$2,200 00	$13,000 00	$91,200 00

Personal Services: General Foreman and 11 Repairmen.
Contractual Services: Automotive repairs by outside repair shops, $6,000.00.
Supplies and Materials: Gasoline, oil, and grease, $13,300.00; tires and tubes, $4,200.00; repair parts, $8,500.00.
Current Charges and Obligations: Registration of vehicles, $250.00; storage of vehicles in privately-owned garages during 5 winter mon $1,950.00.
Equipment: 1 sedan and 3 trucks, $13,000.00.

SUMNER TRAFFIC TUNNEL

3–71–11

The Sumner Tunnel is a vehicular tunnel under Boston Harbor connecting central Boston with East Boston; it 5,653 feet in length. Ventilating and garage buildings are operated at both terminals of the tunnel; an administration ilding with 8,060 square feet of floor space is occupied. Tolls are collected, traffic regulated, disabled cars are towed; ily, weekly, and monthly reports of traffic are prepared; tolls collected are counted, recorded, and deposited daily. aintenance crews clean the facilities, keep the treadle equipment, lighting, drainage, and signal systems in good order; adway surfaces are repaired, and fresh air and exhaust ducts are repaired. Cables and ducts in the tunnel are owned d maintained by the Police and Fire Departments and by the New England Telephone & Telegraph Company. The ephone company pays $1,500.00 per year for the use of ducts for cables.

In 1955, 12,094,107 vehicles used the tunnel. This is believed to be a world record for single-tube two-lane vehicular nnels of comparable length.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
-Personal Services	$425,357 97	$429,172 40	$440,000 00	$472,581 00	$448,200 00
-Contractual Services	103,012 89	110,646 09	132,900 00	188,422 00	183,400 00
-Supplies and Materials	14,840 32	14,869 22	15,180 00	43,552 00	40,430 00
-Current Charges and Obligations	903 53	997 22	1,100 00	2,145 00	1,100 00
-Equipment	26,625 72	3,708 38	9,800 00	12,800 00	10,700 00
-Land and Improvements	—	—	—	1,500 00	—
TOTALS	$570,740 43	$559,393 31	$598,980 00	$721,000 00	$683,830 00

B — DEPARTMENTAL REVENUES

timated departmental revenues for 1956:

Tolls	$2,500,000 00
Rental of ducts — New England Telephone & Telegraph Company	1,500 00
TOTAL	$2,501,500 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; tolls collected are verified th treadle counts and deposited in bank daily; periodic reports of traffic volume and toll receipts are prepared.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	$38,000 00	$3,805 00	$1,270 00	$550 00	$1,275 00	$44,900 00

ersonal Services: Superintendent, Head Cashier and 5 Cashiers, Head Clerk and a Clerk.
ontractual Services: Annual audit, $1,000.00; safe inspection, $100.00; telephone service, $305.00; repairing office machines, $350.00; travel expense, $150.00; express charges and transporting funds to bank, $1,400.00; printing and binding, $500.00.
upplies and Materials: Postage, $40.00; cards, forms, and stationery, $1,130.00; wrapping paper, $20.00; locks, $40.00; twine, $20.00; tracing cloth, $20.00.
urrent Charges and Obligations: Dues, $200.00; premiums on surety bonds, $350.00.
quipment: File cabinets, $140.00; typewriter, $150.00; coin counter and sorter, $900.00; chairs, $50.00; typewriter table, $35.00.

2. TUNNEL OPERATION AND COLLECTION OF TOLLS

Responsible for the direction of traffic, collection of tolls, and the operation of ventilating and mechanical systems.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
66	$270,700 00	$70,000 00	$5,450 00	$350 00	$80 00	$346,580 00

ersonal Services: 2 Senior Electrical Engineers, Tunnel Service Supervisor, 10 Electrician-Operators, 5 Sergeant Tollman-Guards, and 48 Tollman-Guards. Temporary Employees: $17,500.00. Overtime: $8,000.00.
ontractual Services: Electric service (lighting, $17,500.00; power, $51,000.00; toll equipment, $1,500.00).
upplies and Materials: Cards, forms, and stationery, $550.00; overcoats, hats, and shirts for tollmen, $2,800.00; fuel oil, $2,100.00.
urrent Charges and Obligations: Premiums on surety bonds, $350.00.
quipment: Office chairs, $80.00.

Sumner Traffic Tunnel — Continued

3. MAINTENANCE AND REPAIR OF TUNNEL FACILITIES

Inspects mechanical and electrical facilities, makes adjustments and repairs, cleans facilities, operates garages assigned vehicles.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
37	$139,500 00	$109,595 00	$33,710 00	$200 00	$9,345 00	$292,350 00

Personal Services: Chief Electrician, 6 Electrician-Operators, Maintenance Foreman, Garage Foreman, 3 Maintenance Repairmen, Work Foreman, 13 Heavy Motor Equipment Operators, Painter, Storekeeper, 2 Garage Attendants, 7 Laborers. Temporary Employees: $6,500 Overtime: $13,000.00.

Contractual Services: Telephone expenses, $375.00; roadway repairs, $20,000.00; installation of new control cable, $14,000.00; tunnel in repairs, $14,000.00; new handrail on catwalk, $15,000.00; repair transformer platform, $7,000.00; painting, $14,000.00; roofing and maso $9,000.00; repairing ventilation equipment, $2,000.00.

Supplies and Materials: Gasoline, oil, and grease, $1,500.00; tires and tubes, $200.00; auto repair parts, $100.00; custodial supplies, $2,700 first-aid supplies, $30.00; cards, forms, and stationery, $80.00; building repair supplies, $1,200.00; conductor control cable to be installe contractor, $23,000.00; repair parts for electric fixtures and ventilating equipment, $3,800.00; tools, $500.00; equipment operators' mechanics' wearing apparel, $600.000.

Current Charges and Obligations: Boiler and compressor insurance, $150.00; registration of vehicles, $50.00.

Equipment: Jeep and wrecker, $6,000.00; water cooler, $250.00; stock bins, $300.00; steel lockers, $95.00; 2 treadles, $1,600.00; traffic si unit, $700.00; hose and extinguishers, $300.00; electric meters for testing equipment, $100.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Tot
1. Administrative and General Services	9	$38,000 00	$3,805 00	$1,270 00	$550 00	$1,275 00	$44,900
2. Tunnel Operation and Collection of Tolls	66	270,700 00	70,000 00	5,450 00	350 00	80 00	346,580
3. Maintenance and Repair of Tunnel Facilities	37	139,500 00	109,595 00	33,710 00	200 00	9,345 00	292,350
TOTALS	112	$448,200 00	$183,400 00	$40,430 00	$1,100 00	$10,700 00	$683,830

WATER SERVICE, PUBLIC WORKS DEPARTMENT

3–71–12

The Water Service of the Public Works Department is responsible for the distribution within the city limits of water hich is purchased from the Metropolitan Water District. A comprehensive water supply system is operated, which cludes approximately 1,000 miles of supply and distributing water mains, more than 12,000 standard fire hydrants, ap-oximately 94,000 water meters, and a high pressure fire service consisting of approximately 19 miles of pipe with approxi-ately 500 hydrants. Meters are read and billings prepared quarterly for water use. Approximately 115,000,000 gallons water are used daily, which represents about 65 per cent of the volume distributed by the Metropolitan Water District.

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget: Requested by Department	1956 Budget: Recommended by Mayor
—Personal Services	$1,589,922 50	$1,494,158 66	$1,470,000 00	$1,512,643 00	$1,458,800 00
—Contractual Services	475,913 02	424,183 34	430,000 00	442,359 00	430,800 00
—Supplies and Materials	298,044 14	269,125 38	262,625 00	351,762 00	234,925 00
—Current Charges and Obligations	13,647 82	30,698 93	203,000 00	20,293 00	20,000 00
—Equipment	78,957 38	104,905 79	109,500 00	121,640 00	112,500 00
—Structures and Improvements	—	116,888 04	200,000 00	200,000 00	200,000 00
—Land and Improvements	1,875 00	—	—	—	—
TOTALS	$2,458,359 86	$2,439,960 14	$2,675,125 00	$2,648,697 00	$2,457,025 00

B — DEPARTMENTAL REVENUES

stimated departmental revenues for 1956 $6,000,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervision and direction of activities; provides financial and clerical services; processes contractors' invoices for reet opening work.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	$23,000 00	$3,200 00	$100 00	$60 00	$26,360 00

ersonal Services: Division Engineer, Principal Account Clerk, Inspector, and 2 Clerical Employees.
ontractual Services: Appraisal services, $3,000.00; printing and binding, $200.00.
upplies and Materials: Cards, forms, and stationery, $100.00.
urrent Charges and Obligations: Subscriptions, $10.00; premium on surety bond, $50.00.

2. PROCESSING OF WATER BILLS, INCLUDING READING AND CARE OF METERS

Responsible for the field and office work related to processing bills to property owners for water used and maintenance nd repair of meters. Applications for service are processed; 94,000 meters are read quarterly; 382,000 bills are computed nd prepared annually; records are kept of paid and unpaid bills; liens are recorded against delinquent consumers; 11,000 eters are installed or removed; 6,000 meters are tested; 2,000 meters are repaired in the meter shop and 1,200 meters are paired in house locations annually.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
122	$422,300 00	$34,050 00	$19,250 00	$50 00	$104,200 00	$579,850 00

ersonal Services: Water Revenue Supervisor, 2 Head Clerks, Cashier, 4 Accounting Machine Operators, 42 Clerical Employees, Chief Meter Reader, Supervising Meter Reader, 32 Meter Readers, Supervisor of Water Meters, 20 Repairmen, 4 Inspectors, 4 Plumbers, Paver, 4 Constables, and 4 Laborers, Temporary Clerks, $4,000.00.
ontractual Services: Telephone service, $250.00; electric service, $200.00; repairing water meters, $30,000.00; servicing and repairing office machines, $1,000.00; travel expense, $1,700.00; printing and binding, $900.00.
upplies and Materials: Fuel oil, $500.00; custodial supplies, $50.00; postage, $100.00; cards, forms, and stationery, $3,600.00; meter parts, $15,000.00.
urrent Charges and Obligations: Premium on surety bond, $50.00.
quipment: Typewriter, $200.00; new water meters, $104,000.00.

Water Service, Public Works Department — Continued

3. INSTALLATION AND MAINTENANCE OF MAINS AND EQUIPMENT FOR THE DISTRIBUTION OF WATER

Responsible for surveys for water installations, preparation of contracts and supervision of contract work; operate a main yard and 4 district yards for repair and maintenance of mains, pipes, hydrants and other parts of the distributio system; an emergency crew is on duty at all times to prevent damage to property from breaks in the system; the main yar includes a machine shop, a plumbing shop, a carpenter shop, a central storage yard, a hydrant-testing unit, and a garage.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
293	$1,013,500 00	$393,550 00	$215,575 00	$19,890 00	$8,300 00	$200,000 00	$1,850,815 00

Personal Services: Performance under this program is divided between the following sections:
Engineering Section: Principal, 3 Assistant and a Junior Civil Engineer, Legal Assistant, 7 Inspectors, 2 Clerical Employees, 5 Engineerin Aids, and a Motor Equipment Operator.
Water Distribution Section: Superintendent and an Assistant Superintendent of Water Distribution, Head Clerk and 13 Clerical Employee 5 District Foremen, 4 Shop and Garage Foremen, 8 Inspectors, Meter Reader, 46 Mechanics, including Machinists, Carpenters, Plumber etc.; Crane Operator, Storekeeper, 21 Working Foremen, 63 Maintenance Men and Repairmen, 43 Motor Equipment Operators, Yar master, 6 Yardmen, 2 Mechanics' Helpers, 52 Laborers, Telephone Operator, Building Custodian. Overtime on emergency work prevent water damage, $28,000.00.

Contractual Services: Telephone service, $5,750.00; electric and gas service, $2,800.00; roadway and sidewalk repairs, $60,000.00; laying an relaying water mains, $50,000.00; repairs to water system, $245,000.00; replacing Lowry hydrants with post hydrants, $5,000.00; machinin and assembling gates and hydrants, $20,000.00; repairs to tools and machinery, $300.00; servicing bubble cocks, oil burners, etc., $200.0 travel expense, $1,100.00; advertising, $200.00; blueprinting, $200.00; printing and binding, $3,000.00.

Supplies and Materials: Ice for drinking fountains, $5,000.00; coal and fuel oil, $4,500.00; custodial supplies, $350.00; first aid supplies, $25.0 cards, forms, and stationery, $700.00; building supplies for maintenance at district yards, $8,000.00; lanterns, $4,000.00; flashlights, batterie acetylene, oxygen, etc., $7,000.00; machinery and tool parts, $2,000.00; tools and instruments, $3,400.00; wearing apparel, $600.00; ir pipe, $50,000.00; fittings, castings, frames, etc., $80,000.00; copper tubing, lead pipe, valves, and couplings, $35,000.00; lead, bitumino patching material, and other miscellaneous supplies, $15,000.00.

Current Charges and Obligations: Damages and judgments, $19,700.00; rental of land — (Gibson Street, Dorchester, $150.00; New Yor New Haven & Hartford Railroad, $40.00).

Equipment: 8 file cabinets, $800.00; 6 steel desks, 9 chairs, 20 lockers, $1,500.00; 4 wet tapping machines, $1,400.00; 11 pumps, $1,400.00; Hauck burners, $400.00; 2 chain hoists, $400.00; hose, $400.00; pipe locators, detectors, etc., $1,500.00; first aid cabinets and other misc laneous equipment, $500.00.

Structures and Improvements: Extension and Improvement of Water Mains, $200,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
1. Administrative and General Services	5	$23,000 00	$3,200 00	$100 00	$60 00	—	—	$26,360
2. Processing of Water Bills, Including Reading and Care of Meters	122	422,300 00	34,050 00	19,250 00	50 00	$104,200 00	—	579,850
3. Installation of Mains and Equipment for the Distribution of Water	293	1,013,500 00	393,550 00	215,575 00	19,890 00	8,300 00	$200,000 00	1,850,815
TOTALS	420	$1,458,800 00	$430,800 00	$234,925 00	$20,000 00	$112,500 00	$200,000 00	$2,457,025

PENSIONS AND ANNUITIES — SPECIAL (CITY)

3–71–16

Payments to retired officials and employees who were not members of the contributory pension system are covered this appropriation as provided by Special Acts of the Legislature.

The expense applicable to the Income Departments is given in the following tabulation:

3–71–11—Sumner Traffic Tunnel, Public Works Department	$48,000 00
3–71–12—Water Service, Public Works Department	202,000 00
TOTAL	$250,000 00

A — BUDGET SUMMARY

Group	1953 Expenditures	1954 Expenditures	1955 Appropriations	1956 Budget Requested by Department	1956 Budget Recommended by Mayor
ecial Appropriation:					
Pensions and Annuities—Special (City)	$120,040 62	$195,794 09	$232,000 00	$250,000 00	$250,000 00

PART III

COMPARISON TABLES

CITY BUDGET SUMMARY

	1955 Appropriation	1956 Department Estimate	1956 Allowance
GENERAL GOVERNMENT			
LEGISLATIVE AND EXECUTIVE			
Mayor, Office Expenses	$128,340 00	$151,269 00	$150,556 00
Conventions and Entertainment of Distinguished Guests	75,000 00	84,020 00	75,000 00
Public Celebrations	120,000 00	121,021 00	120,000 00
U. S. Bond Allotment Plan	37,500 00	30,169 00	29,000 00
Civic Improvement Committee	10,750 00	12,568 00	11,808 00
City Council	135,290 00	137,723 00	137,238 00
City Council Proceedings	15,000 00	16,000 00	16,000 00
ELECTIONS			
Election Department	474,003 25	564,963 00	551,520 00
FINANCE			
Auditing Department	319,235 00	333,098 00	322,258 00
Assessing Department	685,843 94	735,327 81	703,475 00
Equalization Survey	—	75,000 00	75,000 00
Collecting Division, Treasury Department	245,637 95	268,137 00	251,836 00
Treasury Division, Treasury Department	210,061 00	231,471 00	227,739 00
Board of Sinking Fund Commissioners, Treasury Department	2,700 00	2,750 00	2,750 00
ADMINISTRATIVE SERVICES			
Administrative Services Department:			
Administrative Division	50,511 00	45,161 00	45,161 00
Personnel Division	43,928 00	45,845 00	45,802 00
Purchasing Division	132,971 00	137,051 40	134,949 00
Budget Division	44,144 00	46,612 70	46,612 00
Printing Section, Purchasing Division	738,533 00	785,418 00	727,725 00
Purchasing Division, Office Supplies Account	15,000 00	15,000 00	15,000 00
Art Commission	2,312 00	2,500 00	2,500 00
Complaints Division	13,239 00	14,653 00	14,288 00
LAW			
Law Department	454,792 00	431,118 00	415,139 00
RECORDING AND REPORTING			
City Clerk Department	84,942 00	86,498 87	86,261 00
City Documents	35,000 00	35,000 00	35,000 00
PLANNING			
City Planning Board	90,320 00	114,904 00	95,595 00
Board of Zoning Adjustment	1,995 00	2,685 00	1,995 00
Rezoning Study	8,000 00	—	—
GENERAL GOVERNMENT BUILDINGS			
Real Property Department:			
Real Property Division	100,462 00	121,343 00	104,036 00
Buildings Division	1,032,841 00	1,243,371 19	1,100,740 00
Market Division	31,583 00	32,126 00	32,046 00
MISCELLANEOUS GENERAL GOVERNMENT			
Boston Retirement Board	114,104 10	124,553 00	122,635 00
Finance Commission	60,000 00	60,000 00	60,000 00
Compensation Plan Amendments	—	337,500 00	337,500 00
PUBLIC SAFETY			
POLICE			
Police Department	13,914,000 00	14,861,113 00	14,496,850 00
FIRE			
Fire Department	10,243,026 00	11,027,834 50	10,596,358 00
PROTECTIVE INSPECTION AND REGULATION			
Building:			
Building Department	635,093 00	711,685 00	656,333 00
Board of Appeal	26,147 00	31,715 00	31,065 00
Board of Examiners	8,446 00	9,092 00	9,092 00
Beacon Hill Architectural Commission	—	2,000 00	2,000 00

	1955 Appropriation	1956 Department Estimate	1956 Allowance
ILITARY AND CIVILIAN DEFENSE			
Civil Defense Activities	$73,808 00	$84,729 00	$77,382 00
THER			
Boston Traffic Commission	688,156 00	733,158 70	685,230 00
Licensing Board	111,630 51	118,085 00	111,910 00
PUBLIC WORKS			
UBLIC WORKS DEPARTMENT			
Highway and Roadways			
Bridge Service	955,155 00	1,042,421 00	859,537 00
Paving Service	1,607,675 00	1,742,355 00	1,529,295 00
Survey Division	125,146 00	132,121 00	117,425 00
Street Lighting			
Lighting Service	1,422,512 00	1,483,057 00	1,470,210 00
Sewers and Sewage Disposal			
Sewer Service	914,027 00	962,124 00	787,217 00
Sanitation			
Sanitary Service	4,795,933 00	4,890,147 00	4,770,518 00
Other			
Central Office	62,225 00	63,369 00	63,015 00
Automotive Division	602,216 00	1,079,771 00	644,714 00
HEALTH			
EALTH DEPARTMENT			
Health Division	1,614,233 00	1,850,901 00	1,680,225 00
Registry Division	147,712 00	150,052 00	142,172 00
Weights and Measures Division	84,668 00	93,127 00	86,594 00
HOSPITALS			
ENERAL			
Hospital Department	11,960,649 00	14,485,835 00	12,960,050 00
UBERCULOSIS			
Sanatorium Division	2,284,075 00	2,565,756 00	2,368,705 00
THER CITY-OPERATED HOSPITALS			
Long Island Hospital Division	2,337,406 00	2,776,175 70	2,340,468 00
PUBLIC WELFARE			
ENERAL WELFARE			
Central Office, Welfare Department	21,729,224 00	23,233,903 00	22,782,074 00
Temporary Home	52,498 00	52,501 00	50,751 00
Wayfarers' Lodge	36,916 00	39,501 00	38,251 00
ID TO NEEDY VETERANS			
Veterans' Services Department	1,869,816 00	2,031,688 00	2,006,093 00
Veterans' Graves Registration	6,222 00	6,802 70	6,293 00
LIBRARIES			
Library Department	3,253,680 00	3,569,806 00	3,334,610 00
PARKS AND RECREATION			
Parks and Recreation Department	3,124,380 00	3,788,407 00	3,496,665 00
Cemetery Division	302,799 00	402,564 00	348,265 00
MISCELLANEOUS			
Executions of Court, etc.	275,000 00	350,000 00	350,000 00
Workmen's Compensation Service	34,859 00	34,147 00	34,122 00
Workmen's Compensation	180,000 00	225,000 00	220,000 00
City Record, Publication of	53,741 00	58,774 00	58,774 00
Pensions and Annuities	4,380,000 00	4,580,000 00	4,580,000 00
Boston Rent Board	129,145 00	—	—
Snow Removal	350,000 00	400,000 00	400,000 00
Federal Public Health Program	8,324 00	9,448 00	9,448 00
Reserve Fund	150,000 00	300,000 00	200,000 00
Boston Housing Authority	27,000 00	27,000 00	27,000 00
Departmental Equipment	157,000 00	—	—
Remodeling, Reconstruction and Extra Repairs	392,000 00	—	—
GRAND TOTAL	$96,640,580 75	$106,451,022 57	$100,525,875 00

COUNTY BUDGET SUMMARY

	1955 Appropriation	1956 Department Estimate	1956 Allowance
GENERAL GOVERNMENT			
Elections			
Apportionment Commission	$5,200 00	—	—
Finance			
Treasury Division, Treasury Department	5,629 00	—	—
Recording and Reporting			
Registry of Deeds	432,685 00	$442,290 00	$424,335 00
General Government Buildings			
County Court House (Custodian)	601,186 00	766,149 00	669,288 00
Buildings Division, Real Property Department (County Buildings)	214,081 00	241,310 85	207,200 00
Miscellaneous General Government			
Compensation Plan Amendments	—	17,500 00	17,500 00
CORRECTION			
Correctional Institutions			
Jail	422,583 00	476,789 00	467,798 00
Central Office, Penal Institutions Department	75,041 00	83,937 00	79,647 00
House of Correction, Penal Institutions Department	863,786 40	1,111,116 97	994,444 00
Middlesex County Training School	100,000 00	115,000 00	115,000 00
JUDICIAL			
Central Courts			
Supreme Judicial Court	91,691 00	122,005 00	114,850 00
Superior Court, General Expenses	93,798 00	107,654 00	107,554 00
Clerk's Office, Superior Court, Civil Session	690,445 00	752,852 00	740,993 00
Criminal Session, Superior Court	547,700 00	657,710 00	640,108 00
Municipal Court, City of Boston	847,726 00	997,331 75	966,266 00
Boston Juvenile Court	101,746 64	117,008 00	110,288 00
Probate Court	60,723 44	78,677 00	66,582 00
Court Officers' Division, Superior Court	339,641 00	414,285 50	400,123 00
Probation Department, Superior Court, Criminal Session	136,272 00	159,392 00	158,468 00
District Courts			
Municipal Court, Charlestown District	64,225 62	74,327 88	68,979 00
East Boston District Court	66,689 00	70,057 56	67,617 00
Municipal Court, South Boston District	69,169 50	72,599 53	69,870 00
Municipal Court, Dorchester District	104,270 00	111,764 47	110,546 00
Municipal Court, Roxbury District	250,982 97	283,228 38	281,311 00
Municipal Court, West Roxbury District	82,029 00	87,306 62	85,648 00
Municipal Court, Brighton District	55,885 00	59,406 45	56,263 00
District Court of Chelsea	73,418 35	87,573 00	76,969 00
Medical Examinations			
Medical Examiner Service, Northern Division	42,194 00	50,437 00	46,210 00
Medical Examiner Service, Southern Division	26,642 00	29,533 00	29,493 00
Associate Medical Examiner Service, Northern Division	3,618 00	4,938 00	4,938 00
Associate Medical Examiner Service, Southern Division	3,458 00	4,738 00	4,738 00
Other			
Social Law Library	2,000 00	2,000 00	2,000 00
Mental Illness	56,125 00	50,000 00	50,000 00
Miscellaneous			
Pensions and Annuities	170,000 00	172,000 00	172,000 00
Grand Total	$6,700,640 92	$7,820,917 96	$7,407,026 00

INCOME DEPARTMENTS BUDGET SUMMARY

APPROPRIATION	1955 APPROPRIATION	1956 DEPARTMENT ESTIMATE	1956 ALLOWANCE
OLLECTING DIVISION, TREASURY DEPARTMENT (WATER SERVICE)	$130,000 00	$138,585 00	$132,195 00
UTOMOTIVE DIVISION, PUBLIC WORKS DEPARTMENT (WATER SERVICE)	43,543 00	92,022 00	91,200 00
MNER TRAFFIC TUNNEL, PUBLIC WORKS DEPARTMENT	598,980 00	721,000 00	683,830 00
ATER SERVICE, PUBLIC WORKS DEPARTMENT	2,675,125 00	2,648,697 00	2,457,025 00
ENSIONS AND ANNUITIES	232,000 00	250,000 00	250,000 00
GRAND TOTAL	$3,679,648 00	$3,850,304 00	$3,614,250 00

TWO-YEAR COMPARISON
CITY BUDGET

APPROPRIATION	1955 APPROPRIATION	1956 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	$51,757,179 61	$53,074,741 00	$1,317,561 39
Temporary Employees	784,622 00	921,367 00	136,745 00
Overtime	1,057,560 00	1,130,350 00	72,790 00
TOTAL PERSONAL SERVICES	$53,599,361 61	$55,126,458 00	$1,527,096 39
CONTRACTUAL SERVICES	7,467,683 14	8,131,460 00	663,776 86
SUPPLIES AND MATERIALS	5,502,037 00	5,822,416 00	320,379 00
CURRENT CHARGES AND OBLIGATIONS:			
Aid to Dependent Children	3,940,000 00	4,150,000 00	210,000 00
General Relief	2,750,000 00	2,575,000 00	175,000 00
Old Age Assistance	10,620,000 00	11,150,000 00	530,000 00
Veterans' Benefits	1,550,000 00	1,675,000 00	125,000 00
Aid to Permanently and Totally Disabled	2,575,000 00	3,140,000 00	565,000 00
All Others	344,051 00	328,447 00	15,604 00
EQUIPMENT	544,180 00	328,788 00	215,392 00
STRUCTURES AND IMPROVEMENTS	1,810,549 00	1,441,550 00	368,999 00
LAND AND IMPROVEMENTS	172,000 00	205,000 00	33,000 00
SPECIAL APPROPRIATIONS:			
Conventions and Entertainment of Distinguished Guests	75,000 00	75,000 00	—
Public Celebrations	120,000 00	120,000 00	—
Snow Removal	350,000 00	400,000 00	50,000 00
Federal Public Health Program	8,324 00	9,448 00	1,124 00
Boston Housing Authority	27,000 00	27,000 00	—
Workmen's Compensation	180,000 00	220,000 00	40,000 00
Reserve Fund	150,000 00	200,000 00	50,000 00
Pensions and Annuities	4,380,000 00	4,580,000 00	200,000 00
Bond Allotment Plan	37,500 00	29,000 00	8,500 00
Civic Improvement Committee	10,750 00	11,808 00	1,058 00
Executions of Court, Damage Claims and Reimbursements	275,000 00	350,000 00	75,000 00
Boston Rent Board	129,145 00	—	129,145 00
Office Supplies Account	15,000 00	15,000 00	—
Equalization Survey	—	75,000 00	75,000 00
Rezoning Study	8,000 00	—	8,000 00
Beacon Hill Architectural Commission	—	2,000 00	2,000 00
Compensation Plan Amendments	—	337,500 00	337,500 00
GRAND TOTAL	$96,640,580 75	$100,525,875 00	$3,885,294 25

* Denotes decrease

TWO-YEAR COMPARISON
COUNTY BUDGET

	1955 Appropriation	1956 Allowance	Increase
ERSONAL SERVICES:			
Permanent Employees	$4,866,943 62	$5,326,093 00	$459,149 38
Temporary Employees	56,510 30	59,077 00	2,566 70
Overtime	15,000 00	19,500 00	4,500 00
TOTAL PERSONAL SERVICES	$4,938,453 92	$5,404,670 00	$466,216 08
ONTRACTUAL SERVICES	839,309 00	872,364 00	33,055 00
PPLIES AND MATERIALS	588,838 00	640,108 00	51,270 00
URRENT CHARGES AND OBLIGATIONS	12,966 00	13,864 00	898 00
QUIPMENT	15,874 00	14,395 00	1,479 00*
TRUCTURES AND IMPROVEMENTS	30,000 00	157,125 00	127,125 00
PECIAL APPROPRIATIONS:			
Middlesex County Training School	100,000 00	115,000 00	15,000 00
Pensions and Annuities	170,000 00	172,000 00	2,000 00
Apportionment Commission	5,200 00	—	5,200 00*
Compensation Plan Amendments	—	17,500 00	17,500 00
GRAND TOTAL	$6,700,640 92	$7,407,026 00	$706,385 08

* Denotes decrease

TWO-YEAR BUDGET COMPARISON
INCOME DEPARTMENTS

	1955 Appropriation	1956 Allowance	Decrease
Personal Services:			
Permanent Employees	$2,006,818 00	$1,989,000 00	$17,818 00
Temporary Employees	20,800 00	29,300 00	8,500 00
Overtime	45,500 00	52,000 00	6,500 00
Total Personal Services	$2,073,118 00	$2,070,300 00	$2,818 00
Contractual Services	563,100 00	622,300 00	59,200 00
Supplies and Materials	286,030 00	310,425 00	24,395 00
Current Charges and Obligations	206,100 00	25,025 00	181,075 00
Equipment	119,300 00	136,200 00	16,900 00
Structures and Improvements	200,000 00	200,000 00	—
Special Appropriation:			
Pensions and Annuities	232,000 00	250,000 00	18,000 00
Grand Total	$3,679,648 00	$3,614,250 00	$65,398 00

* Denotes increase

CITY BUDGET

DISTRIBUTION OF MAYOR'S ALLOWANCES BY PROGRAMS

Number of Programs	Title	Number of Personnel	Personnel Allowances	All Other Allowances	Totals
4	Supervision and Disbursement of Relief	819	$1,786,154 00	$22,967,409 00	$24,753,563 00
16	Care, Operation and Maintenance of Plant and Equipment	2,090	6,577,981 26	5,420,861 00	11,998,842 26
1	Enforcement of Law and Order	2,843	12,660,830 00	483,845 00	13,144,675 00
1	Prevention and Control of Fires	2,050	9,166,924 13	413,608 00	9,580,532 13
3	Medical and Surgical Care of Sick and Convalescent	2,860	7,630,582 17	1,358,689 00	8,989,271 17
57	Administrative and General Services	1,095	4,575,976 14	696,847 00	5,272,823 14
1	Noncontributory Pensions and Annuities	—	—	4,580,000 00	4,580,000 00
1	Operation of Parks and Recreational Facilities	688	2,327,784 00	1,047,961 00	3,375,745 00
1	Collection and Disposal of Waste by Contract	82	315,000 00	2,558,925 00	2,873,925 00
3	Planning, Preparing and Serving Meals	440	1,152,749 90	1,519,145 00	2,671,894 90
1	Home Circulation of Books and Library Materials	296	1,276,161 50	523,018 50	1,799,180 00
1	Cleaning Public Ways	502	1,611,000 00	40,750 00	1,651,750 00
2	Protection and Promotion of Public Health	327	1,230,755 00	320,918 00	1,551,673 00
4	Assessment and Collection of Taxes	177	710,800 00	204,915 00	915,715 00
1	Library Reference and Research Services	142	625,705 90	131,037 50	756,743 40
3	Construction and Reconstruction of Public Works Facilities	152	191,000 00	480,783 00	671,783 00
2	Conduct of Elections	33*	348,460 00	236,230 00	584,690 00
3	Printing and Binding of Forms and Documents	102	466,715 00	105,587 00	572,302 00
1	Operation and Maintenance of Traffic Control Facilities and Parking Meters	112	448,998 00	121,649 00	570,647 00
1	Operation of Drawbridges	130	466,500 00	22,166 00	488,666 00
2	Enforcement of Laws Relating to Construction and Alteration of Buildings	107	450,662 00	16,635 00	467,297 00
8	Issuance of Licenses and Permits	101	358,301 00	45,105 00	403,406 00
1	Operation and Care of Cemeteries	74	229,800 00	92,645 00	322,445 00
3	Procurement of Supplies, Materials and Equipment	19	81,762 00	192,280 00	274,042 00
3	Pre-Audit and Control of Budgetary Accounts and Disbursement	57	210,696 00	25,015 00	235,711 00
3	Development of Master Capital Improvement and Other Plans	57	135,560 00	11,695 00	147,255 00
1	Disbursement of Funds	20	89,600 00	38,390 00	127,990 00
	SPECIAL ACTIVITIES				
1	Snow Removal	—	—	400,000 00	400,000 00
1	Executions of Court	—	—	350,000 00	350,000 00
1	Compensation Plan Amendments	—	—	337,500 00	337,500 00
1	Workmen's Compensation Payments	—	—	220,000 00	220,000 00
1	Reserve Fund	—	—	200,000 00	200,000 00
1	Public Celebrations	—	—	120,000 00	120,000 00
1	Conventions and Entertainment of Distinguished Guests	—	—	75,000 00	75,000 00
1	U. S. Bond Allotment Plan	—	—	29,000 00	29,000 00
1	Civic Improvement Committee	—	—	11,808 00	11,808 00
	TOTALS	15,375	$55,126,458 00	$45,399,417 00	$100,525,875 00

* Number of temporary employees manning polling places at elections not included

COUNTY BUDGET

DISTRIBUTION OF MAYOR'S ALLOWANCES BY PROGRAMS

Number of Programs	Title	Number of Personnel	Personnel Allowances	All Other Allowances	Totals
16	Maintenance of Court Activities and Records	263	$1,515,251 70	$644,842 70	$2,160,094
6	Care, Operation, and Maintenance of Plant and Equipment	198	645,232 50	465,041 00	1,110,273
12	Supervision of Probationers and Parolees	157	791,407 30	44,434 50	835,841
7	Administrative and General Services	197	707,468 94	56,544 00	764,012
11	Administration of Justice	105	623,056 00	78,789 80	701,845
2	Guarding of Prisoners	171	633,402 01	54,951 00	688,353
2	Recording, Indexing Instruments Pertaining to Property	93	336,285 00	24,945 00	361,230
2	Planning and Preparing Meals	10	44,110 90	251,930 00	296,040
1	Non-Contributory Pensions and Annuities	—	—	172,000 00	172,000
1	Board and Care of Truants	—	—	115,000 00	115,000
5	Determination of the Manner and Cause of Death	16	73,001 00	12,378 00	85,379
1	Examination and Commitment of Mentally Ill.	—	—	50,000 00	50,000
1	Operation of Industries	8	35,454 65	14,000 00	49,454
1	Compensation Plan Amendments	—	—	17,500 00	17,500
	TOTALS	1,218	$5,404,670 00	$2,002,356 00	$7,407,026

INCOME DEPARTMENTS

DISTRIBUTION OF MAYOR'S ALLOWANCES BY PROGRAMS

Number of Programs	Title	Number of Personnel	Personnel Allowances	All Other Allowances	Totals
1	Water Service Installations . . .	293	$1,013,500 00	$837,315 00	$1,850,815 00
2	Preparation and Collection of Water Bills	143	512,600 00	162,195 00	674,795 00
2	Maintenance and Repairs of Facilities and Equipment	49	183,500 00	200,050 00	383,550 00
1	Traffic Tunnel Operation and Collection of Tolls	66	270,700 00	75,880 00	346,580 00
1	Non-Contributory Pensions and Annuities	—	—	250,000 00	250,000 00
3	Administrative and General Services .	20	90,000 00	18,510 00	108,510 00
	TOTALS	571	$2,070,300 00	$1,543,950 00	$3,614,250 00

CITY OF BOSTON
ADMINISTRATIVE SERVICES DEPARTMENT
PRINTING SECTION